Writing a Formal Email Guide

Greetings | Dear Sir/Madam, | Dear..., | Good morning, | Good afternoon, | Greetings,

Endings | Best wishes, | Regards, | Kind regards, | Many thanks, | Sincerely,

Checklist

Write the recipient's email address.	
Write a clear subject.	
Put the greeting.	
Write an introduction.	
Add more details into organised paragraphs.	
Write a conclusion saying what needs to happen next.	
Finish with 'Kind regards', 'Many thanks' or similar.	

Sentence Starters

As a result,	Following...,
As you can clearly see,	Furthermore,
Firstly,	
Secondly,	
Finally,	
Therefore,	