

Dear [Title & FULL name],

[Greeting sentence. Think of a recent interaction, e.g. *“It was nice meeting you yesterday!”* Otherwise, *“I hope you are well.”* or something similar will do fine.]

[Introduction and Intent.

1. Introduce yourself and relevant position. Eg. If you are writing to a professor you have not met, introduce yourself with your class level and major(s). Then,
2. Write why you are sending this email. Be straightforward and try to keep it short]

[Description of Intent. Elaborate on your purpose for writing this email. If it is a proposal, explain the idea and what you need from this person. Use **lists/bullet points** for more than 2 points. **Bold** or *italicize* to place emphasis on your words. Be specific, but not long-winded.]

[Conclude with a Call to Action. Going back to the intent of your email, why are you writing to this person? Start with *“Please let me know....”* if you need ideas.]

Thank you, and I look forward to hearing from you!

[Leave around three lines between your content and signoff.]

Best, / Yours sincerely, / Yours truly,

[Full name]

[Email signature. Format:

Full name

Company / Relevant position (eg. Suffolk University Class of 2023)

Position in Company / Major]

At this point, vet your email for spelling and grammar before sending!