

# TEMPLATE - Email Structure

Use all or some of the elements of this Email Structure depending on your audience.

I have found using a clue word, e.g. [REQUEST], at the start of some emails incredibly effective in getting a response, but also in searching for emails sent historically to me. This makes it a great time saver for your recipient and, therefore, shows respect.

<b>SUBJECT</b>	<i>Clue Words: ACTION, SIGN, INFO, DECISION, REQUEST, etc.</i>
<b>BLUF</b>	<i>Bottom Line: WHO, WHAT, WHEN, WHERE, WHY, HOW AND USE A HEAD-ON SENTENCE</i>
<b>BACKGROUND</b>	<i>Background: BULLET POINTS</i>
<b>SIGN</b>	<i>Sign off + Name: KIND REGARDS, BEST REGARDS, REGARDS, etc.</i>
<b>REMEMBER</b>	<ul style="list-style-type: none"><li>• Use the active voice – let the verbs do the work for you</li><li>• Use bullet points for the background section</li><li>• Use a parallel form with bullet points e.g. help, assist, etc.</li><li>• Use this as a guide and alter the structure where you see fit – that is, if you feel that you have a good reason for doing so e.g. <i>I sound too abrupt and need to add an introductory sentence</i>. It all depends on how well you know your audience.</li></ul>