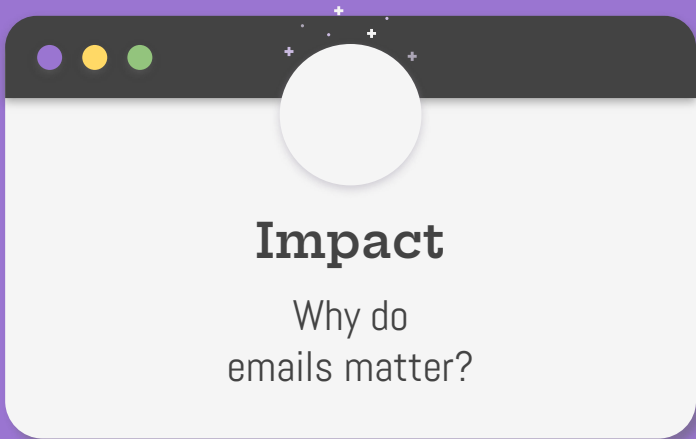




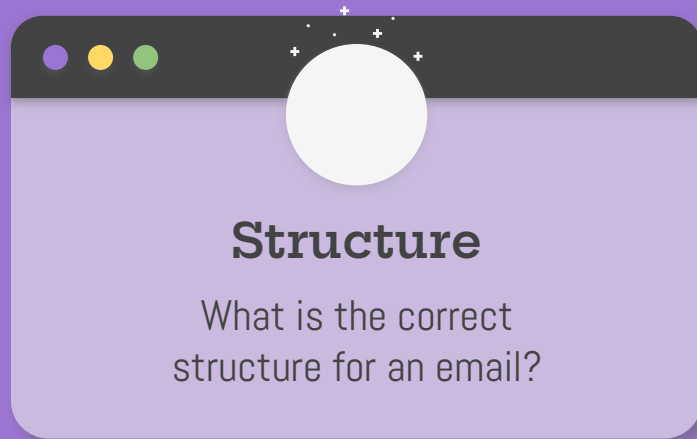
Professional Emails

Start now!



Impact

Why do emails matter?



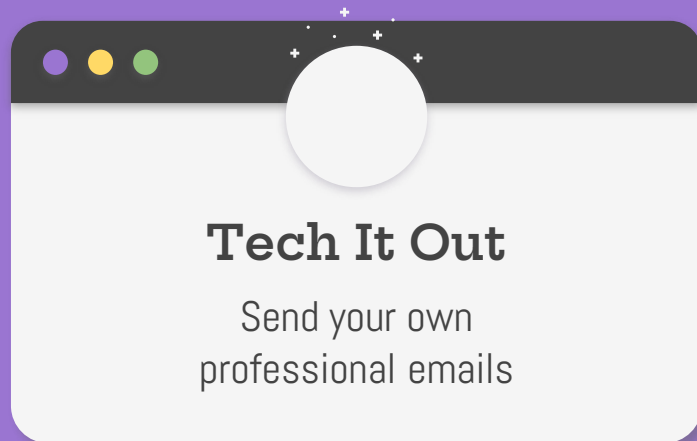
Structure

What is the correct structure for an email?



Examples

See a few examples of good emails



Tech It Out

Send your own professional emails



73% of millennials prefer communications from businesses to come via email.

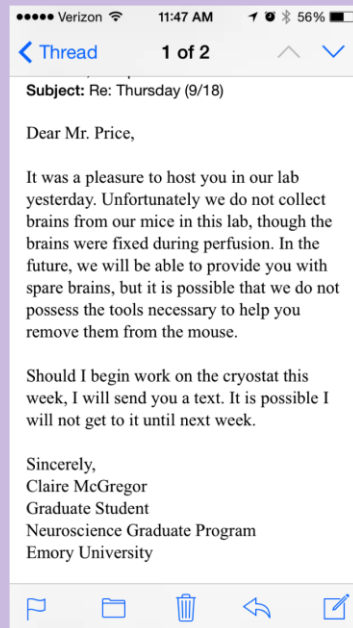
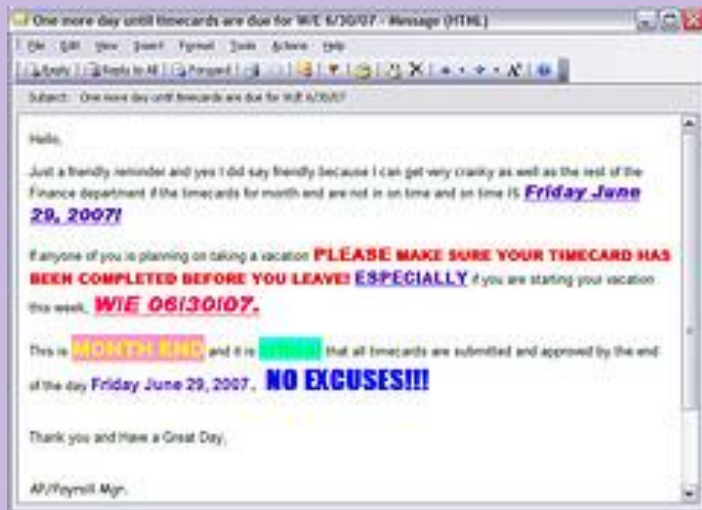
80% of business professionals believe that email marketing increases customer retention.

59% of respondents say marketing emails influence their purchase decisions.

Impact of Emails



Which of these is a better email?





6 steps to write a professional email

1. **Subject**
2. **Salutation**
3. **Body Text**
4. **Conclusion**
5. **Signature**
6. **Attachments or Hyperlinks**

Subject

XYZ Project Kickoff Notes and Communication Guidelines

ioedoe@example.com iohndoe@example.net 3 more

XYZ Project Kickoff Notes and Communication Guidelines

Dear XYZ Project Team Member,

Welcome to XYZ Project. I look forward to working with each of you.

The XYZ Project will be starting soon. I will be heading up this project.

I need to set some ground rules for project communication using this thread:

1. Only communicate with project members.
2. Focus on one thought per email.
3. If the email isn't about the project, don't include it in this thread.
4. If you have a question, review the entire thread to make sure

Salutation

Dear Mr Gallagher,

We were delighted to receive your email concerning the recent discussions sent on the 22nd of June and will be happy to help you with your request.

It was great to hear from you and hear about your request, so we would like to take you up on your offer and arrange a meeting on 30th June at our offices.

Should you have any more questions or doubts please feel free to contact us. We will be awaiting your confirmation to our meeting.

Kind regards,
Darren

Send



Saved



Conclusion

----- Forwarded message -----

From: [Teddy Tehrani](#) <XX@kapost.com>
Date: Thu, Oct 30, 2014 at 2:15 PM
Subject: YES! [Millennials](#) can sell.
To: craig.l.rosenberg@gmail.com

Hi Craig,

Thank you for signing up to Test Drive [Kapost](#). I recently read your blog post "[Can Millennials Sell?](#)"

As a millennial myself, this specific line really resonated with me, "Juxtapose this against your average Gen X salesperson who still speaks lovingly of the Blackberry's tactile keyboard, who maintains maybe just 1-2 social properties, and who prefers the face-to-face meeting to the digital one." My dad is a successful [salesmen](#), who is still using a Blackberry and scheduling in person meetings, ha!

My role here at [Kapost](#) is to see if I can answer any questions for you about [Kapost](#), or clarify anything about our platform after taking a Test Drive

Please let me know if I can provide you with any additional resources.

Best,

[Take a 5 minute video tour of the Kapost platform!](#)

Teddy [Tehrani](#)

Signature



Jack Geoffrey

Digital marketing manager, **M2U**

P: 077-666-3256 **M:** 281-666-6465

W: www.m2u.com **E:** jack@m2u.com

A: 2498 Birch Street Greenwood, IN 46142



Latest from M2U: [VisualMarketing On Social Media: A Beginner's Guide](#)

John Doe | Software Architect

FooSoft Inc.

1234 Hollywood Drive, Los Angeles CA 90001

O: 1-234-567-8912 | **D:** 1-234-567-8912 | **M:** 1-234-567-8912

F: 1-234-567-8912 | **E:** john.doe@foosoft.com | **W:** www.foosoft.com



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JANE DOE

Marketing Manager, Mailbird

ph: (123) 456-7890 **w:** www.yourwebsite.com

123 Street St. | City, State Zip

Add your email signature



[Click here to enable desktop notifications for Cambridge College Mail.](#) [Learn more](#) [Hide](#)

Mail -

Settings

COMPOSE

Inbox

Starred

Sent Mail

Drafts (3)

More ▾

Linda ▾

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Offline Themes

People Widget:

[Learn more](#)

- Show the people widget - Display information about participants to the right of each conversation
- Hide the people widget

Create contacts for auto-complete:

- When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
- I'll add contacts myself

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

No signature

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Attachments or Hyperlinks

Bonjour

Nous vous remercions d'avoir pris contact avec Douar Tech et d'avoir exprimé votre soutien à nos programmes. Nous sommes une association en pleine expansion qui a un impact profond au Maroc et dans les grands écosystèmes africains et du SWANA ; par conséquent, les partisans de nos programmes sont en mesure de créer un grand impact avec leurs dons à notre mission.

Pour votre information, j'ai joint notre rapport annuel 2020 afin de mieux visualiser l'impact et la perspective des programmes de Douar Tech. En outre, pour poursuivre la conversation sur la meilleure façon de soutenir l'organisation, j'ai inclus dans ce courriel les membres de notre conseil d'administration pour vous contacter.

Une fois de plus, j'apprécie grandement votre message et le soutien que vous souhaitez apporter aux bénéficiaires de Douar Tech. Je vous souhaite une excellente journée !

Cordialement,
Fay

[Quoted text hidden]

--

Fay Cowper

National Coordinator | Douar Tech

Ph: +212 (0) 7 67 90 09 52

www.douartech.org

Address: Resid. Le Minaret, Suite 52



Rapport annuel 2020 - Douar Tech_compressed.pdf
1583K

Dear Partners,

Thank you for attending the debrief session today.

As discussed, please find attached the following documents:

1. ACBP Branding guidelines
2. Link to debrief session video ; https://drive.google.com/file/d/1zA7JF2TrMpXjkYZ_HQI474YkYgKpBp4/view?usp=sharing
3. Debrief session slides
4. Mentoring session template (feedback form has been embedded)
5. Link to the feedback form <https://forms.gle/V3dPTboZpsBLju57>

Kindly remember to fill in the [mentoring activity](#) form to confirm the people who will be a part of the sessions if you haven't already done so.

Thank you.

Kind Regards,



A: 17 Inuwa Wada Crescent,
Utako, Abuja Nigeria



AfriLabs is a network organization that supports innovation centres in 48 African countries.

On Mon, Feb 22, 2021 at 10:06 AM Funmilayo Caulcrick <funmilayo@afrilabs.com> wrote:

[Quoted text hidden]

3 attachments



ACBP Mentoring Session Presentation Template.pptx
568K



ACBP Branding guidelines (1) (1).pdf
55K

Example 1

Good morning Mrs. Bennani,

I've worked with your peers in education for 10 years now. One of the key challenges they struggle with is curriculum development.

Over the past year we've helped 4 companies to achieve curriculum development strategy, resulting in 100 students empowered with new pedagogical content.

If this issue resonates with you too, let's schedule a quick call. I have some ideas that may help.

Best,

Hamid Madani

Auto-Entrepreneur

Telephone: +212 (0) 671 34 56 78

Email: h.madani@xxxsarl.ma

www.xxxxsarl.ma

Example 2

Good morning Mr. Mohamed,

I saw the new technology development your company published about in L'Economiste.

I was impressed by how you managed to make such complex subject matter accessible without sacrificing thoroughness. My team and I are very interested in the work you are doing with data technology and its use with vulnerable groups.

We have experience working with vulnerable communities in Morocco and would like to schedule a meeting with your team. Would you be interested in a call?

Best,

Fatima Meskour

Auto-Entrepreneur

Telephone: +212 (0) 534 34 56 78

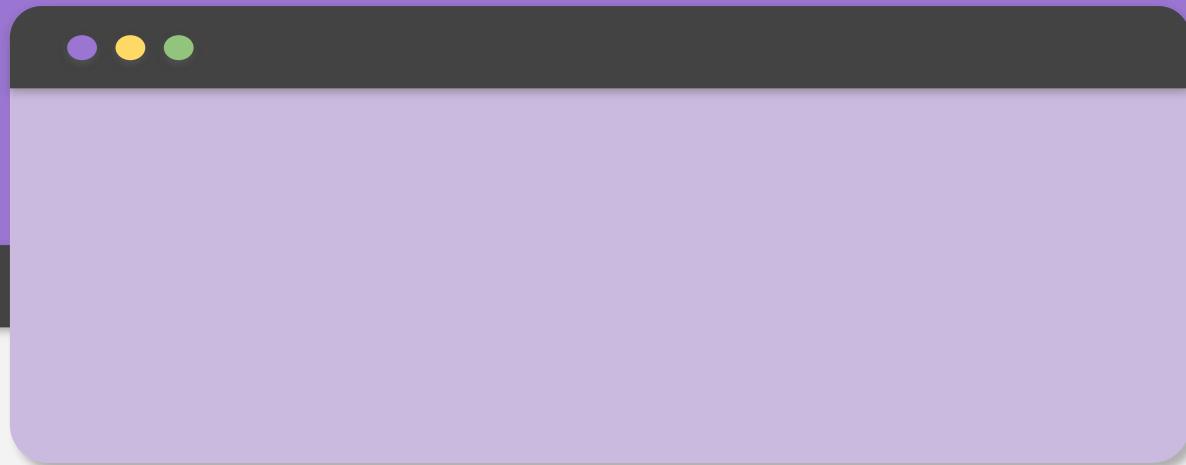
Email: f.meskour@xxxsarl.ma

www.xxxsarl.ma



Things to remember

1. Emails should be written in French or English
2. Attach or link references
3. Keep it standard with your format
4. Stand out in your email signature
5. Be Responsive within 48 hours



Your Challenge Today

Send a professional email to contact@douar.tech !



You MUST consider...

1. Formal email format
2. Sell your product or service
3. Create your email signature

30 minutes to send your email...