

FORMAL & INFORMAL EMAIL WRITING

Email Writing Format: An email is a method of creating, transmitting, collecting and receiving information over the electronic communication system. Here we will discuss, how to write a formal and informal email. The way for formal email has been explained in detail here.

What is Email?

Email stands for electronic mail. It is the most preferred means of communication because it is cheaper and faster. It is used in formal, semi-formal as well as an informal way of expression or writing. There are two ways to write the email:

- Formally
- Informally

Tips for Writing Email Letter Format

- Stay up to date and do not use old letter writing formats. There is no need to mention a date when practicing electronic modes of communication. Put all your text left-aligned, rather than following older formats utilized for letters written on paper.
- Always declare your request as clearly as possible, and supply it with a valid reason to make your case more powerful.
- Formal emails frequently use indirect questions instead of direct ones
- Formal complaints should be well worded, but without losing the nature of professionalism. While placing down your complaints, make sure your email does not end up looking tense or undignified. It is necessary to state the issues or events producing offense as clearly as possible, but also in brief.
- Always hold your tone respectful and reassuring when dealing with complaints and grievances. At no point in your email, should you attack the sender with any counter-questions or lose the attitude of formality.
- Convey happiness or excitement informal emails only with words and appropriate amounts of punctuation, like the occasional exclamation point.

Format of Email Writing

The email writing format is likewise for each of the categories. Though the selection of words and language varies depending upon the kind of email. One can employ friendly and casual writing in informal emails. The language utilized in formal emails should be professional, precise, and formal.

The Important steps for writing the email are:

- Subject Line
- Salutation
- Body of the mail

- Signature

Email Writing Format Samples

The format is given here

From: Sender's Mail id

To: Recipient's Mail id

Cc: Other concerned person's with visible email ids

Bcc: Other concerned person's with invisible email ids

Subject: Reason for writing the mail

Greeting/Salutation: Display your respect (Such as Sir, Respected Sir)

Main Body: Content of the email

- Introduction
- Discuss the matter in detail
- Conclusion

Closing line: Thank you for the consideration

Attachments: Attach reference files

Signature line: Name and contact details

Email Writing Examples for Students

Writing a letter to inform your classmates regarding the intra-college quiz competition.

To: (email id of recipient)

Cc:

Bcc:

Subject: Intra-college Quiz Competition.

Hello Everyone!

This is to notify you all that an intra-college quiz competition is going to be conducted in our college on Jan 25 from 11:00 am in Auditorium – 01.

Everyone is therefore invited to take part in the competition so that our department can win.

For further inquiries, feel free to contact me.

Thanks,
(Your name)
Class representative

Formal Email Writing Format

An email addressed for business communication or professional use falls under this section. The email addressed to any official department, school administration, company or any officers is the formal emails. Use of proper and formal words, the purpose for writing mail, clarity, proper salutation and closing are some of the commands of the formal email.

Let us write a formal email for a resignation letter.

To: (Mail id of the recipient)

Cc:

Bcc:

Subject: Resignation Letter

Dear Sir,

I am writing this mail to inform you that I am leaving my position with this organization. As per the standard of the company I've to give a month's notice before quitting. I hope you will get a good replacement for me within this time period.

I really appreciate the opportunities that you have given to me and helped me to grow. Wish you and the company the best in the future.

Kindly let me know what to anticipate as far as my final work schedule and the employee perks. It would be an honor to be assistance with the above.

Waiting for your response.

Thanks and Regards

(Your name)

(Designation name)

Contact details

Informal Email Writing Sample

An email addressed to any friend, family members or relatives appears under this section. The practice of polite, friendly and casual terms along with proper salutations and closings are some of the rules of the informal emails.

Suppose we need to write the invitation to a birthday party in the mail to your friends, then the sample would be:

To: (Email of the recipient)

CC/BCC: (If you need to add more recipient)

Subject: Invitation to a birthday party

Hi,

I hope this mail finds you in considerable time. I am very happy to invite you to my birthday party on Jan 03 at XYZ Hotel from 7:00 pm to 10:00 pm. The theme of the birthday party is 'Cinderella'.

It would be excellent if you come and join us at the party. We will have a great time and fun together.

See You Soon

(Your Name)