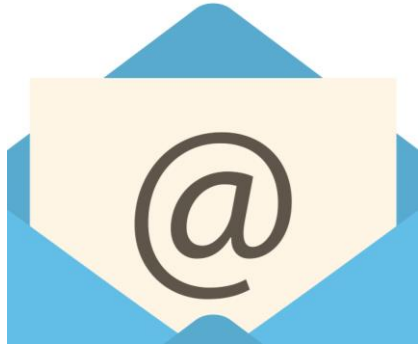




FARM Academy
أكاديمية المزرعة

How to Write a Professional Business Email / Step-by-Step - 2



Prepared By:
MR. MOHAMAD HUSSEIN



The 4 Essential Parts of an Email

1. The subject line.
2. Salutation
3. Main Body
4. Closing



The 4 Essential Parts of an Email

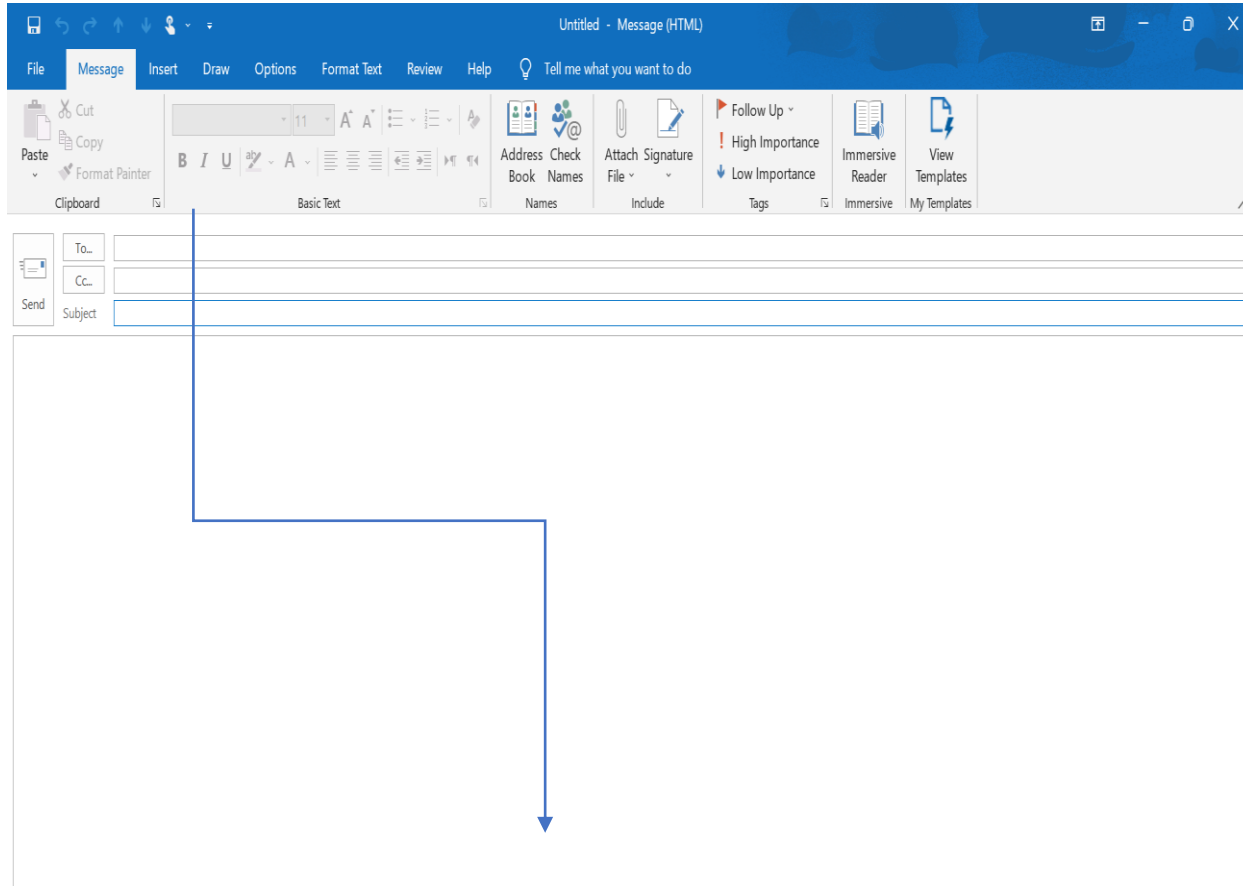
4- Closing

At the end of an email.

With my best regards.

Signature





The 4 Essential Parts of an Email

(4) A Clear Closing

End your email so that it's clear for the recipients.



The 4 Essential Parts of an Email

(4) A Clear Closing

If you aren't specific, you probably won't get the response or action you need.



The 4 Essential Parts of an Email

(4) A Clear Closing

If you want an opinion or permission, ask for it. If you need it by Tuesday, say so.



The 4 Essential Parts of an Email

(4) A Clear Closing

- I look forward to hearing from you soon.
- I appreciate your input on this matter.



The 4 Essential Parts of an Email

(4) A Clear Closing

- Thank you for your understanding, and I will contact you next week with more details.



The 4 Essential Parts of an Email

(4) A Clear Closing

If you have any further questions, please do not hesitate to contact me.

I await your reply with interest.



The 4 Essential Parts of an Email

(4) A Clear Closing

It has been a pleasure doing business with you.

Thank you for the recommendation, and I will keep you updated on my status.



The 4 Essential Parts of an Email

(4) A Clear Closing

Thank you for your time and consideration.

Please let me know if I can be of any more assistance.



The 4 Essential Parts of an Email

(4) A Clear Closing

With my best regards.

I look forward to meeting you as soon as possible.



THANK

-YOU-

