



Effective Emails Template

Follow this template to write more effective emails that appeal to multiple communications styles.

The email

'To' Field: Include the People who should respond or who need to complete an action.

'Cc' Field: Include the people who need to stay informed but who do not need to complete an action.

Subject: [Request: Action - Date]

Body of Email:

[Greeting] Good Morning,

[Quick greeting note] I hope you've been having a good week.

[Action requested]. I'm writing to request that you send me the documents for tomorrow's meeting by 10pm tonight. [Repeat this information from the subject line]

[Supporting information]. The agenda for the meeting is attached. I am waiting to receive your PowerPoint presentation and your bio. For more information, please see this link to the meeting details.

Thanks!

[Signature line]