



## Email Messages Guide: Sample Language Commonly Used in Academic Email Messages

The following is a list of common formulaic phrases we use in emails.<sup>1</sup> You can use them as they are written here or adapt them to fit your needs. To put these phrases into context, see our [Email Messages Guide](#) resource series, specifically [Reading Cues for Shifting Tone](#) regarding formality.

### Greetings

- Dear Dr./Prof. [Last Name],
- To Whom It May Concern, (if you do not know their name)
- Dear Mr./Ms. [Last Name],
- Dear [First Name] [Last Name],
- Hello/Hi [First Name],

Remember to use the most formal title of the email recipient when you first address them.

### Giving a Reason for Your Email

- Thank you for your...regarding the...
- With reference to our telephone conversation on Friday, I would like to let you know that...
- I am writing regarding...
- I am writing to...

### If You Cannot Reply within 24–48 Hours

- I just read your question about... I'll get back to you ASAP.<sup>2</sup>
- I've read your message about... Thanks very much. I am thinking about it and will get back to you soon.

### Following up

- I am following up on my email regarding...
- You had previously mentioned you would be willing to... It would be great if you are still willing to do that.
- Please let me know when you are able to...

### Making Requests

- I recognize this is a busy time for you, but would you be willing to...?
- I know you must be busy, but would you mind...?
- Could you please let me know if you can...?
- I would appreciate it if you could...
- I was wondering if you could...
- If you have time, could you possibly...?

<sup>1</sup> Phrases adapted from: [Formal and Informal Email Phrases](#) and *Wait, How Do I Write This Email?* by Rubin, 2016, NTLB Corporation, pp. 92–93

<sup>2</sup> ASAP is a common abbreviation meaning “as soon as possible.”

## Giving Information

- I am pleased to inform you that...
- I regret to inform you that...
- I am glad to let you know that...
- I would be happy to...

## Providing Details

- Most notably...
- Specifically/Particularly...
- For example...

## Apologizing: (in order of formality and depth of apology)

- There is no excuse for...
- Please accept my apology for...
- My apologies for...
- I apologize for...
- I'm sorry for...
- I would like to apologize for any inconvenience caused.

## Conclusion

- Should you need any further information, please do not hesitate to contact me.
- Please let me know if I can be of further assistance.
- Thank you for your time and consideration of my request.
- Thank you for your time.
- Please feel free to direct any additional questions to me.
- If you have any (more) questions please do not hesitate to contact me.
- I look forward to...
- I hope we have an opportunity to meet in person (at some point).
- I appreciate your willingness to help me.

## Closing

- Sincerely,
- Best (wishes),
- Regards,
- All the best,

## Summary

Our Email Messages Guide resource series was developed as a way to provide English as an Additional Language (EAL) learners the opportunity to better write and edit emails.

We hope this guide will provide you with strategies for more productive email communication. If you have questions, please contact [elc@vanderbilt.edu](mailto:elc@vanderbilt.edu).

**Find this guide and more online at:** <https://www.vanderbilt.edu/elc/resources/email-messages-guide/>