

ANATOMY OF AN EMAIL

Read the notes below that describe each part of an email.

Part of the Email	What That Part Does	Sample Email
Subject Line	Tells the reader the purpose of the email before they even open it. Keep it specific!	Subject: Request for a Letter of Recommendation—Due Jan. 15
Salutation	Greets the reader by name, using <i>Dear...</i> or <i>Hello...</i> , depending on formality. Avoid "Hey" for teachers, employers, or anyone you don't know well.	Dear Dr. Porter,
Purpose Statement	One sentence: Why am I writing this email? Usually the first sentence, it states the reason for writing before anything else.	I'm writing to ask if you would be willing to write a letter of recommendation for my application to the state honors program.
Detail Paragraph	Background info the reader needs; the "Why do they need to know?" section. Can be more than one paragraph for longer emails.	I was a student in your AP Biology class last year, and I really enjoyed the independent research project on local water quality. I think that project shows the kind of work the honors program is looking for, and you'd be able to speak to how I handle long-term projects and problem-solving.
Desired Outcome	The specific ask: what you actually want the reader to do, and by when. Vague emails get vague (or no) replies.	The application deadline is January 15th, so I'd need the letter submitted by Jan. 8th if possible. I can send over my resume and a summary of the project to make it easier.
Closing	A brief thank-you or courtesy line, followed by a sign-off, such as "Sincerely," or "Best," and your name.	Thank you for considering this — I really appreciate your time. Sincerely, Jess Naugh