



## ORGANISING A MEETING

Dear Lily,

Thank you for your e-mail dated the 29.03.2017. I would welcome the opportunity to meet with you in person. Would you have availability on the week starting the 10 April 2017? I would be available on either the Tuesday or Wednesday morning. Please let me know a time convenient to you.

In terms of the structure of the meeting, I would deliver my contact presentation, which is reattached in this email. We would then have the opportunity to talk through any questions you may have. I would envisage the meeting would take a maximum of one hour.

I look forward to meeting you and finding out more about your requirements. If you have any further questions please don't hesitate to contact me.

Best regards,

Toby

## FINISHING AN E-MAIL

### ▪ Formal

1. I look forward to hearing from you.
2. I look forward to our next meeting/seeing you at the meeting.
3. I look forward to working together on this project.
4. I really appreciate your time on this matter.
5. I welcome the opportunity to collaborate with you on this project.
6. If you have any problems/issues/questions/enquiries, please do not hesitate to contact me.
7. If you need any further support/information please do not hesitate to contact me.
8. I wish you a good end to the week/weekend.

### ▪ Semi-formal

9. See you at the meeting next week...
10. It would/will be great to work together...
11. It would/will be great to see you at...
12. Speak to you soon
13. Have a good end to the week. Have a good weekend.

## STARTING AN E-MAIL

### ▪ Formal

1. I hope this email finds you well.
2. Following our recent phone call/meeting ...
3. Thank you for your last e-mail on the ...
4. Thank you for your enquiry dated ...
5. I am writing with reference to/with regards to ...
6. Further to our recent telephone conversation ...
7. I am writing in regard to ...

### ▪ Semi-formal

8. I hope things are good with you.
9. I hope you are good.
10. It was great to speak last week, yesterday...
11. It was good to see you last week, at the meeting ...

### ▪ Formal and semi-formal

12. I hope your day, week has started well...
13. I hope your week is going well ...

'Either write something worth reading or do something worth writing.'

Benjamin Franklin

## 5 RULES TO WRITE EFFECTIVE E-MAIL

### 1. Greet

- Simple, direct

### 2. Introduce

- Crisp, impactful

### 3. Give Context

- Informative, intriguing

### 4. Explain benefit to receiver

- Important, obvious

### 5. End with call for action

- Commitment seeking

Source : The rodinhoods.com

## USEFUL WORD

Formal	Semi-formal
Obtain	Get
Requirements	Needs
Enquire	Ask about
Verify	Check
Cancel	Call off
Inform	Tell
Postpone	Delay