

Professional email templates

Here are three template examples of [professional emails](#):

Email to a new contact

Subject line: *[One sentence or phrase describing message contents]*

My name is [your name] and I am [job title] at [company name]. I am writing to [one to two sentences describing your request].

[One to three sentences describing your benefits or what you can offer in return].

[One sentence describing an action step].

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your name]

[Your title]

[Your company]

Writing an email to a group

Subject line: *[Subject] meeting canceled*

Hi team,

The [meeting name] meeting scheduled for this [time frame] has been canceled.

I apologize for the late notice, but I know everyone will welcome the extra time back in their day.

We will reconvene at our regularly scheduled time on [date].

Thanks,

[Your name]

[Your title]

Writing a follow-up email

Subject line: *Re: Availability for introductory meeting*

Hi [Name]

I just wanted to check back in regarding the date for your meeting with [Name]. Just let me know whether [date] or [date] works better for your schedule.

Thank you!



[Your name]

[Your title]

[Your company]

Reference: [Indeed.com](https://www.indeed.com)