

# Professional Email Etiquette Checklist

10 quick rules to write clear, professional emails

✓	Use a clear and specific subject line
✓	Start with a polite greeting (Hi [Name])
✓	Keep the email short and focused (3–5 sentences)
✓	State the purpose early in the message
✓	Be clear and respectful in your wording
✓	Check grammar, spelling, and punctuation
✓	Avoid unnecessary 'Reply All'
✓	Include attachments or links if needed
✓	End with a polite closing (Thanks, Regards)
✓	Proofread before sending the email