*Sample Email Format*

**Subject:** Title of E-mail in Initial Capitals

Formal Title and Name of Recipient,

Engineers and scientists use emails to make requests, to answer questions, and to make announcements. Emails are read quickly. For that reason, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you need to up front. Be careful about using email to lodge a complaint; these are better handled in person.

In emails, keep the sentence lengths and paragraph lengths relatively short. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines. You should single space your emails, skip a line between paragraphs, and use a typeface that is easily read on a computer. If possible, keep the email to a length that can be viewed in its entirety on the screen without scrolling.

Give some thought to the title you put in the subject line of an email. It is the only clue the reader has to the subject of your correspondence when he or she sees it in their Inbox. Choose a title that orients the reader to what will be discussed in the email. If possible, provide a title that distinguishes your email from others on that subject. For example, choose "Proposal Draft for our IME 440 Design Project" as opposed to "Design Project" or "IME 440."

Send copies to anyone whose name you mention in the email or who would be directly affected by its contents. Also, be sure to mention any attachments. Finally, remember that closing paragraphs of emails generally tell readers what you want them to do or what you will do for them.

Your Name  
Your Contact Information