Email writing samples (3 samples)

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Good emails are short, polite, and easy to scan on a phone or laptop. Always include a clear Subject line, state your main point in the opening sentence, and close with the next step.

Format

1. To: Receiver's email address (use CC only for people who genuinely need to stay informed)
2. Date: Date of sending (useful in exam answers; added automatically by email apps)
3. Subject: Clear, specific summary in 5–10 words
4. Salutation (Dear Mrs. Desai, / Dear Ms. Banerjee, / Dear Mr. Chatterjee,)
5. Opening sentence: State your purpose right away
6. Body: Give key details, dates, or order numbers in 1–2 brief paragraphs
7. Closing line: State the next step or thank the reader politely
8. Sign-off and signature: Complimentary close, full name, role or class, and contact number

Samples

Email to a teacher asking for a project deadline extension

To: mrs.desai@sahyadrischool.example
Date: 24 November 2026
Subject: Request for Extension on Economics Project Submission

Dear Mrs. Desai,

I am writing to kindly request a short extension for submitting my Class XII Economics survey project, which is currently due on Thursday, 26 November 2026.

I was unwell with viral fever last week and missed four days of school, which delayed my field interviews with local shopkeepers. I have now completed all the interviews and drafted three of the four chapters, and I need a few extra days to finalise the charts and bibliography properly.

I assure you that I will submit the complete bound report on Monday, 30 November 2026. Thank you very much for your patience and guidance.

Warm regards,
Shruti Kulkarni
Class XII-A, Roll No. 16

Email to HR accepting a job offer

To: hr@narmadatech.example
Date: 27 November 2026
Subject: Acceptance of Job Offer – Junior Business Analyst (Arjun Pillai)

Dear Ms. Banerjee,

Thank you very much for offering me the role of Junior Business Analyst at Narmada Tech Solutions. I am delighted to formally accept the offer as detailed in your offer letter dated 25 November 2026.

As stated in the letter, I confirm my acceptance of the annual compensation of ₹6,50,000 and my joining date of Monday, 14 December 2026 at your Baner office in Pune. I have attached the signed copy of the offer letter along with my identity and academic documents for verification.

Please let me know if any additional onboarding forms need to be completed before my joining date. I look forward to working with the team.

Best regards,
Arjun Pillai
Phone: +91 98XXXXXXXX

Email to a customer apologising for a late delivery

To: r.chatterjee@example.com
Date: 28 November 2026
Subject: Apology for Delay in Order #KT-48219 – Updated Delivery Date

Dear Mr. Chatterjee,

Please accept our sincere apologies for the delay in delivering your order #KT-48219 (two teak-finish study chairs), which was originally scheduled to arrive on Thursday, 26 November 2026.

Heavy rain along the highway corridor delayed our courier partner's transit vehicle between Jaipur and Lucknow. Your shipment has now reached our Lucknow delivery hub and is scheduled to be delivered on Monday, 30 November 2026 between 11:00 a.m. and 4:00 p.m.

As a gesture of apology for the inconvenience, we have waived the ₹350 delivery charge and initiated a refund to your original payment method, which will reflect within 3–5 working days. Please reply to this email or call +91 141-XXXXXXX if you would prefer a different delivery slot.

Kind regards,
Neha Agarwal
Customer Support Lead
KalaTimber Home Furnishings, Jaipur

Tips

- Never leave the Subject line blank; make it specific enough for the reader to find later.
- State the main request or message in the first two lines so busy readers grasp it immediately.
- Keep paragraphs short (2–4 sentences) with a blank line between each paragraph.

- Check all dates, reference numbers, and attachments before clicking Send.
- Avoid writing in ALL CAPS, which reads like shouting, and keep punctuation clean.