

## 10 rules for writing emails

1. **Set a short but descriptive topic title.**
2. **Use an appropriate opening statement.**
  - Dear Ms. ...,
  - Mr. ...,
  - Dear ...,
  - To the relevant authority,
  - Dear Official,
  - Hello Ahmet,
3. **Introduce yourself in the first paragraph (if necessary).**
  - "My name is..."
  - "My name is..."
  - "We met at ..."
4. **State your reason for writing; get to the point.**
  - "I am writing to find out about ..."
  - "I am writing with reference to ..."
  - "I am writing to you in connection with/related to ..."
5. **The writing should be organized;** if you start talking about a new topic, always start a new paragraph.
6. **Be brief and to the point; mention only the necessary details.**
7. **Use appropriate and respectful language.**
  - 'Gelcem' (colloquial), 'yap' (imperative), 'öylemi' (simple spelling mistakes)
8. **Indicate if there is an attachment to your email.**
  - "... enclosed please find"
9. **Use an appropriate closing statement and write your name underneath.**
  - Yours sincerely,
  - My kindest wishes,
  - Best wishes,
  - Thank you,
  - Love
  - Regards
10. **Be sure to review what you have written before you send it.**