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When composing professional emails, it's essential to create a positive impression right from the beginning. This involves dedicating time to developing a well-structured message that is clear, concise, and courteous.Let's first look at 11 different examples of email greetings based on different situations, followed by some helpful tips and FAQs. Before
long, you'll write emails that help you make the best possible impression from the opening line! Email Greetings examples Illustrate formal email greetings are the most common type. They can be used in various situations,
such as when contacting someone for the first time or when your relationship is professional. Some examples of formal email greetings include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person's last name or "To Whom It May Concern." Follow Up Email Greeting include "Dear Mr./Ms." followed by the person of t
important to use a courteous and professional follow-up email greeting. Some examples of follow-up email greetings include "Thank you for your time," "Thank you for your time," or "I appreciate your help," or "I appreci
emailing someone you know well, such as a friend or family member, you can use a more familiar tone. Some examples of informal email greetings include "Hi," "Hey," or "Hello." Cold emails are often used for business purposes, such as to promote a
product or service. When sending a cold email, it's important to use a courteous and professional greetings to Multiple PeopleWhen sending an email to multiple people, it's important to use a courteous and professional greetings. Some
examples of email greetings to multiple people include "Dear Sirs/Madams," "To Whom It May Concern," or "Dear All." Make sure to include everyone's name in the email greeting if you have their contact information. Email Greetings for Different Countries When sending an email to someone in a different country, it's important to be aware of the
cultural differences. For example, in some countries, it's more common to use informal greetings, even when emailing someone you know well. In other countries, it's more common to use informal greetings. Make sure to do some research on the culture of the country you're emailing before you send your email. Email Reply Greetings When replying
to an email, it's important to use a courteous and professional greeting. Some examples of email reply greeting if you have their contact information. Time of Day Email
GreetingsThe time of day can also affect the tone of your email greeting, For example, if you're emailing someone early in the morning, you might want to use a more formal greeting than you would if you were emailing someone early in the morning, you might want to use a more formal greeting than you would if you were emailing them in the afternoon. Some examples of time-of-day email greeting than you would if you were emailing them in the afternoon.
evening."Thank you Email GreetingsWhen composing a thank-you email, it is essential to start with a polite and professional greeting. Some effective email greeting examples are "Thank you for your help," "Thank you for your time," or "Thank you for your time," or "Thank you for your patience."Just like mentioned earlier, if you have the original recipient's contact information,
make sure to include their name in the thank-you email greeting. Congratulations email greetings. Some examples of congratulations email greetings include "Congratulations on your new job," "Congratulations on your promotion," or "Congratulations on greetings.
your success." Farewell email greetings Farewell email greetings are often used when an individual is leaving a company or organization. These types of email greetings include "Best of luck in your new job," "Wishing you all the best," or "We'll
miss you."SummaryType of Email GreetingDescription & Examples: "Dear Mr./Ms./Mrs. [Last Name]", "To Whom it May Concern."Follow Up Email GreetingUsed post a prior conversation. Examples: "Thank you for your time", "Thank you for your help", "I appreciate
your help. "Informal Email GreetingsFor familiar recipients. Examples: "He", "Hey", "Hello." Cold Email Greetings for Unifamiliar recipients. Examples: "Dear Sir/Madams", "To Whom it May Concern", "Dear All. "Email Greetings for Different
CountriesRespect cultural differences. Note: Research the specific country's greeting customs before sending. Examples: "Thank you for your email", "Thank you for your inquiry", "Thank you for your message."Time of Day Email GreetingsVary with the time. Examples: "Good morning", "Good afternoon",
 "Good evening."Thank You Email GreetingsExpress gratitude. Examples: "Thank you for your time", "Thank you for your patience."Congratulations on your new job", "Congratulations on your promotion", "Congratulations on your success."Farewell Email
GreetingsBid adieu. Examples: "Best of luck in your new job", "Wishing you all the best", "We'll miss you."Why Are Email Greetings Important? Email greetings are important for several reasons: Sets the Tone: Establishes the tone of the email, indicating if the communication is formal, friendly, or somewhere in between. Shows Professionalism: Polite
and professional responses reflect your professionalism, which is essential in business and workplace interactions. Builds Rapport: Personalized greeting increases the chances that the recipient will read and respond to the rest of
the message. Reflects Courtesy: Starting with a proper greeting shows respect and courtesy towards the recipient. Customization: Tailoring the greeting to the recipient demonstrates attention to detail and personal interest. Positive First Impression: The opening line of your email plays a crucial role in shaping the recipient's perception, potentially
leading to either a positive or negative impression. Sets Expectations: The greeting can set expectations for the email's content, whether it's a formal request, an informative update, or casual communication. The greeting can set expectations for the email's content, whether it's a formal request, an informative update, or casual communication. The greeting can set expectations for the email's content, whether it's a formal request, an informative update, or casual communication.
MORE: 50 Business Voicemail Greeting Examples How to Choose the Most Effective Email Greeting is more suitable for a business email than for a personal one. Here are five tips for choosing the most effective email
greeting for your message: Consider the relationship out to someone you have a close connection with, you can adopt a more casual tone. On the other hand, if you're reaching out to someone for the first stime or if your relationship is strictly
professional, it's advisable to choose a more formal greeting to be on the safe side. The context of the email. The tone of your email should match the
greeting you choose. If you're sending a friendly email, your greeting should be friendly as well. However, if you're sending a more formal email, your greeting should be more formal as well. The recipient's culture. If you're sending a more formal email, your greeting should be friendly email greeting should b
used. For example, in some cultures, it's more common to use first names, while in others it's more common to use first names, while in others it's more common to use first names, while in others it's more common to use first names, while in others it's more common to use first names, while in others it's more common to use first names. Your relationship with the recipient. Your relationship with the recipient will also play a role in you're contacting
someone for the first time or your relationship is professional, it's best to stick to a more formal greetings. Tips for Writing Email Greetings. Tips for Writing Email Greetings. Tips for Writing Email Greetings.
straightforward greeting: Keep it short and sweet. A simple "Hello" or "Hi" followed by the recipient's name is usually sufficient. Avoid using exclamation points Exclamation points can come across as too casual or even unprofessional in an email
greeting. If you want to convey enthusiasm, it's best to do so in the body of the email. Stick to standard punctuation is important in any email, but it's especially important in any email, but it's especially important in greeting. Avoid using excessive punctuation, such as multiple exclamation points, or using informal abbreviations, such as "u" for "you." Proofread your
emailBefore you hit "send," it's important to proofread your email. This includes the greeting as well as the rest of the email. A simple typo can change the meaning of your email and make it difficult for the recipient to understand. Choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication, so it's important to choose your words carefully Email is a written form of communication of the commun
This includes the greeting as well as the rest of the email. Avoid using slang or jargon, and be mindful of any potentially offensive language. Reminder email, it's essential to be clear, courteous, and concise. You want the recipient to quickly understand the purpose of your email. Some examples of
reminder email greetings include "Just a quick reminder," "Following up on our previous conversation," or "A gentle nudge regarding our meeting." Appreciation Email Greetings four meeting should convey gratitude. Some examples of appreciation email
greetings include "With heartfelt gratitude," "I truly appreciate your efforts," or "Your kindness means a lot." Inquiry Email Greetings when you're reaching out to ask someone a question or gather information, your greeting should set a respectful tone. Examples of inquiry email greetings include "I hope this finds you well," "Seeking your advice
on..." or "Hoping you could assist with..." Feedback email Greetings for feedback email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greetings for feedback emails might include "Sharing my thoughts on...," or "I had some ideas regarding..." Apology Email Greeting my thoughts on the sharing my thoughts
happen, and you need to send an email to apologize. In such cases, your greeting should reflect sincerity and remorse. Examples of apology email greetings include "I deeply regret," "My sincerest apologize for...," or "I wanted to express my regret regarding..."Invitation Email Greetings for uniting someone to an event or meeting, your greeting should reflect sincerity and remorse.
should be warm and inviting. Some examples of invitation email greetings include "You're cordially invited," "We'd be honored by your presence at...," or "Hoping you can join us for..."The TakeawaysAs you can see, picking the right email greeting is incredibly important. It's like your digital handshake, making a strong first impression. We looked at
11 different kinds of greetings, from formal to informal and everything in between. This approach shows how choosing the right words can make your emails professional and polite, fitting the situation and your relationship with the person you're emailing. Using these tips, your emails will grab attention and set a friendly tone immediately. Every
email you send is a chance to show how well you understand and respect the rules of emailing. FAQs: Email Greeting in an Email? The choice of greeting will depend on whether you're composing an email for business or personal purposes. For business communication, a more formal greeting is suitable, like
"Dear Mr./Ms. Smith." In contrast, for personal emails, you can opt for a more casual greeting, such as "Hi, Joe." How Do You Start a Professional Email Greeting? When writing an email to a professional contact, starting the message with a courteous and respectful greeting is essential. Some effective email greeting examples to consider are "Good
morning," "Dear Mr./Ms. Lastname," and "Hello." What Is the Best Opening Line to Start an Email? The best way to start an email is by being polite and introducing yourself right from the very first sentence. You can say something like, "Hello, my name is ____ and I am interested in the job opening you posted on your website." This will help you make
a good first impression and show the recipient that you are professional.Image: Envato ElementsMore in: Business Message Examples, Operational Messages Starting an email seems like no big deal, but your choice of words can have a massive impact on how the rest of your message is received. In this guide, we'll analyze the importance of email
greetings, and give you more than 50 examples of how to Start an Email Professionally (How to Start an Email
every email. These are some of the most commonly used email greetings, and for good reason—they're some of the simplest and most reliable ways to start a business or professional email. 1. Hi / Hey (name) Short, sweet, and simple, it doesn't get much easier than this. "Hi" is innocuous and friendly, without sacrificing formality, and the addition of a
person's name makes it personal. Depending on the setting, you may wish to use a person's first name or title and surname; this is true for any instances of "name" in this list. 2. Hello (name) A vestigial greeting from
the days of handwritten letters, "dear" is useful if your email has a letter-like structure. It can also be used to distinguish your emails from those of other professionals, or to appeal to customers with a friendly opening. It's best when
introducing yourself for the first time or reaching out to someone for the first time in a while. 5. (Name) Even simpler, you can simply start with the person's name. It might read as a bit cold, and it's not the most creative email greeting, but it's widely used. 6. All / everyone If you're emailing multiple people at once, you won't have the opportunity to
call out a specific name. Instead, you can greet the entire group with something like "Hello all," or "Hi everyone." It's a simple modification to accommodate you're being cheeky, or you're eager to stand out in some distinct way, it's best to stick
with one of these. How to Start an Email Greeting: Comma, Colon, or Exclamation Point? Whether you're using one of the above greetings in email or one of your own, you'll be left with a critical punctuation decision: should you use a comma, a colon, or an exclamation point to end your greeting? From a pure etiquette standpoint, there's no taboo
punctuation mark. You aren't going to offend someone by adding an exclamation point to the end of your greeting. However, there are some subtle connotations to each punctuation mark you'll want to consider. The colon is very formal, but almost overly so. A colon might be good for starting something especially serious, or for emailing with a person
or organization you know is old-fashioned. However, for most other people, it might feel a little cold and impersonal. At the other end of the spectrum is the exclamation point. An exclamation point conveys excitement, and can be used to indicate enthusiasm. For personal contacts and informal conversations, this can work, but in a professional
setting, it can make you seem overeager or immature. Use it wisely. The best standby, and the perfect choice if you're not sure what to do, is the comma. It's formal Email Now that your greeting is out of the way, you can work on
creating an introduction. These introductory sentences an email starters are ideal ways to start an email for formal occasions—which should be your default if you don't know the person with whom you're engaging. They're a good segue from your generic greeting to the core content of your message: 7. I hope this email finds you well. This is a simple
gesture of well-wishes that can instantly make the rest of your message seem warmer. It's also vague enough that you don't need to be personally involved in your recipient's life, or sacrifice formality for friendliness. 8. Good morning/afternoon/evening. Shorter openings are generally better, especially when one of your priorities is preserving
formality. A "good morning" (substituted with the appropriate time of day) is all it takes to make your greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting email; your boss of 10 years probably won't find this funny. It's also a way to soften whatever your request is. Be sure to see our
complete guide on how to introduce yourself in an email. 10. How are you? You probably won't get an answer, but that's not really the point. 11. How was your vacation/weekend/etc.? Be careful with this one; you don't want to seem intrusive. But if this person made it clear they were going on vacation, it's fine (and compliant with the rules of
formality) to ask about it. Feel free to ask about their weekend too—again, as long as it isn't intrusive, but statements can't. A safer bet may be to say something like, "I hope your week is going well!" 13. I'm emailing you to... This is great if you're trying to cut to the chase. Most
professionals appreciate conciseness, so use this introduction to get to your main point. 14. I'm hoping to get your input on... This is also a way to get to the point, especially if you're making a request or an inquiry. 15. It's my pleasure to inform you... Somewhat situational, this works great if you're informing someone that they've won a bid, or that
they've been selected for a job. Formal Ways to Start an Email Response If you're responding to someone else's email, you'll need to modify your opening slightly. These formal email greetings are well-suited for a response: 16. It's great to hear from you. You can tinker with this opening to get it just right, so long as you're conveying the same idea;
you're glad this person emailed you. 17. Thanks for your email. This offers something similar (and you'll see it coming up again and again). Expressing gratitude can help you with everything from landing a better impression to getting more sales. 18. Thank you for the quick response. Situationally, this can help you acknowledge the person's efforts in
responding to you or reacting to a new prompt. 19. I appreciate the update. If someone provides you with raw information and you don't know what to say, this can help you fill in the gap. 21. I applegize for the delay. If you didn't respond to
the message right away, this short response could help you clear the air. How to Start a Follow-up Email There are many situation, with an email opening like one
of these: 22. Just checking in... You'll need to add a bit more to this to make it work, but it's a fairly unassuming opening that can help you establish your main goal. Assuming your original message is clear, there shouldn't be any
miscommunication. 24. As we discussed in our last meeting, or if you want to recap your last meeting, or if you want to recap your last discussion, this is a good lead-in. 25. As promised... If you have something deliver, or some new information to share, the simple "as promised" phrase gives you a good segue. 26. Could you
provide me with an update? If you're making a simple request, you may not need much more than this in the body of your message. 35-50% of sales go to the first-responding vendor. Following up within an hour increases your chances of success by 7x. The average professional spends 50% of their workday on email. TRY IT FREE 27. I wanted to get
back to you about... This is ideal if you have something to add, or if you've learned new information you didn't have in the past. 28. Thank you for your time. Remember, expressing gratitude can have a massive impact on how well you're received. Thanking someone for their time, whether it was spent in a meeting, phone call, or just an email
exchange, can make your follow-up seem warmer. 29. Are you still interested? If you're not sure this person wants to continue the conversation, a simple "are you still interested?" can give them an easy out. It also works well as a sales email subject line—but you can read more about sales email subject lines in our comprehensive guide. If you're
interested in a fuller guide on sales email follow-up templates you can use. Informal Ways to Start an Email If you know the person you're emailing, or if your company culture is relatively relaxed, you can get away with some of these informal
and creative email greetings: 30. Congratulations on (accomplishment)! You might not want to get involved in the details of someone's personal life or professional successes unless you know them. But in an informal setting, it can work wonders. Congratulate someone, and they'll likely read the rest of your message with a smile on their face. 31. How
are the kids? Again, asking someone about their personal life is dangerous territory if you don't know them. But if you've had friendly conversations in the past, this can be a good thing. 32. I saw your post on (social media). This works if there's a contextual link between the post and your message. For example, if they recently posted an article about
the importance of time management, you can tell them about a new tool you've found to analyze the amount of time they're spending each day. 33. How was the trip? If you know the person well enough to know they went on a trip, you can ask about it. 34. I was just thinking about you. Assuming you have a good reason to reach out other than this,
this message can be a near-perfect opening. 35. It was great to see you at (event). Hypothetically, event follow-ups like this can work in a formal setting. However, it's included here because it's often done in a casual way. 36. I saw this (media) and thought of you. You might think of including an attachment, gif, or YouTube link—especially if you have
a good reason for bringing it up. 37. (Contact) suggested I get in touch with you! As a networking email in an informal setting, this opening line is awesome. If you need help polishing the rest of your approach, you can read more tips in this guide on subject lines for networking emails. 38. Sorry it took me a while to get back to you. A less formal
version of the "delay apology," this opening can help you acknowledge a lengthy passage of time between your last message and this one. Funny Email Greetings and Personal Ways to Start an Email If you're friends with the person you're emailing, or if you're trying to come across as friendly and sociable, you can use one of these funny or highly
personal ways of starting an email. Just make sure you're not using these with someone you don't know very well, and entirely avoid them in situations that demand seriousness or formality. 39. Yep, it's me again. If you're emailing someone in high volume, this can make light of the situation. 40. X days until Friday. Yes, we all love Friday and count
down to it. You might as well acknowledge it (even if it's a bit trite). 41. Don't worry, I'll keep this brief. A fun way to insist you won't be wasting this person's time, it's a good introduction to a short email. 42. Yet another message to bog down your inbox. We all wrestle with overflowing inboxes, but this message lets the recipient know that you
understand their plight. 43. Hopefully, you've had your coffee this morning. I can't say I'm a big fan of this joke, but if this person is the type to describe themselves in terms of pre-caffeine and post-caffeine personalities, it might work well. 44. Are you surviving yet another workweek? If work seems like a drudgery some days, this opening can make
things a little lighter. 45. I hope you're sitting down. This is a common phrase used before revealing some surprising or exciting news. If you have something important to share, this may be a good way to lead into it. Just make sure you're not using email for gossiping purposes. 46. [Any inside joke]. Do you have an inside joke with a close colleague or
vital to discuss in this context. In the first section, I wrote about the importance of email greetings, and in the second, I gave examples of some tried-and-true greetings. On the dark side, there are some email greetings, and in the second, I gave examples of some tried-and-true greetings. On the dark side, there are some email greetings and openers you should avoid at all costs. These email salutations are worse than neutral; they could do active harm to your
reputation, or jeopardize the reception of your message. 47. [Anything that's misspelled]. God help you if you misspelled gives you that cold-and-prickly feeling, and instantly sets a bad tone for the conversation. On top of that, it shows that you don't pay attention to details, or that you're not
proofreading. Spelling errors in the body of your message might be more easily forgiven, but to leave one in the introduction is practically unforgivable. 48. Hey (nickname)! In general, the "Hey (name)!" formula isn't a great look. It's okay for use with people you know well, or if you want to establish a casual, friendly relationship, but otherwise, it's
best tabled in favor of a tried-and-true greeting. It's made even worse if you include a nickname for someone (unless you've personally verified that this nickname or shorten their name unless they tell you to; Nicole doesn't automatically become Nicki, and Michael
doesn't automatically become Mike. If you're not sure what this person prefers, watch their email signature, and err on the side of full names and formality. 49. To whom it may concern" is in most situations, a cold and lazy choice. If you can, find the
name of the person you're emailing. If this name is unavailable, a term like "everyone" or "all" will provide a better fit. 50. Dear sir or madam. Again, this is kind of a cop-out. Do you're talking to multiple people. Otherwise, you're better off with something
vague, like "Hello." 51. Happy Monday! Just don't. Trust me on this one. Why Email Greetings Matter Do email greetings really matter that much? Why does this subject warrant a comprehensive, multi-thousand-word article? Making a first impression. Whether you're marketing to your target audience or just reaching out to a new contact, it's
important to make a good first impression. Technically, your subject line is going to be the first thing they read, but assuming you've mastered that and they've opened your email, your greeting and opening few lines will set them with an immediate impression of who you are and how you operate. Setting a tone. Your email greeting is also an
opportunity to set the tone for the rest of your conversation. Depending on the circumstances, you may wish to set a formal, serious tone, or something informal to the point of being lighthearted. This can shape how the rest of your message is taken. Building a personal brand. Choosing email greetings and openings can also help you shape and refine
your own personal brand. As you communicate with people regularly, they'll pick up on the common greetings you like to use, and will roll those into their understanding of your personality, goals, and values. It's a subtle effect, but one worth considering. Yet despite these important effects, email greetings and salutations remain an area that's
commonly neglected. Many modern workers write emails without giving their openings so much as a second thought. But not you! Because now you're equipped with this list of top-notch email greetings and salutations, are you interested in learning more about
the power of your email? Do you yearn to understand how, why, and when people respond to your messages? Sign up for a free trial of EmailAnalytics, and start your recipient is a co-worker but not your boss, then 'Hi' or 'Hey' is usually
appropriate. If you're addressing someone of higher status, such as your boss, then 'Hi Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Ms. (name)' is a safer bet.
Otherwise, 'Hi' or 'Hey' (first name) should be appropriate. It can be, but there are generally better options. 'Dear' feels like an old-school way of addressing someone, such as in a hand-written letter. It may come across as out-of-touch with your recipient, unless they are from an era where it was more widely used. Jayson is a long-time columnist for
Forbes, Entrepreneur, BusinessInsider, Inc.com, and various other major media publications, where he has authored over 1,000 articles since 2013 Marketing Profs University, and won the "Entrepreneur Blogger of the Year" award in 2015 from the Oxford Center for
Entrepreneurs. In 2010, he founded a marketing agency that appeared on the Inc. 5000 before selling it in January of 2019, and he is now the CEO of EmailAnalytics. Did you know 80% of small businesses call email their best tool for customer retention? It works because it's personal and direct. But here's the problem—most businesses focus on
subject lines and forget about the opening. And that's where many go wrong! The most common start is I hope this email finds you well. Yeah, it's polite, sure, but it's just like elevator music—forgettable and overplayed. So In this guide, I'll show you how to ditch the dull intros and write openings that grab attention. I'll cover: Why does a strong email
opening matterHow to craft strong professional email opening linesCultural relevance in email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up emailBut what's the difference between subject line and email opening linesHow to start a follow-up email open
intro or hook is the first sentence or two inside the email that sets the tone, explains the purpose, and keeps the reader interested. The subject line gets them to open the email; the intro gets them to keep reading. But why do you need to focus on such tiny details? Why does a strong email opening matter strong opening grabs attention and makes a
great first impression. If your first line doesn't spark interest, the rest of your email won't matter. It's your chance to hook the reader and keep them engaged. This matters even more in common scenarios like: Cold outreach Business communication Job applications Client relationships Cold emails are tough because the recipient doesn't know you. A
strong opening grabs their attention and shows why they should care. Without it, your email might get ignored or deleted. For example, let's say I'm reaching out to lawyers in the US using contacts I collected with Lobstr.io's Google Maps search scraper. Lawyers in the US using contacts I collected with Lobstr.io's Google Maps search scraper.
email finds you well won't make an impact. Instead, I'd start with a hook that shows I respect their time, and stands out in a crowded inbox. During business communications, your opening sets the tone for professionalism and clarity. A well-crafted start can make your message feel focused and
important.Recruiters receive hundreds of emails, so your first line must stand out. A strong opening shows you're serious, professional, and worth their time and needs, keeping the relationship strong. But how do I craft a perfect hook and opening builds trust and shows you care about their time and needs, keeping the relationship strong. But how do I craft a perfect hook and opening builds trust and shows you're serious, professional, and worth their time.
statement for my professional email? How to craft strong professional email opening lines a role in grabbing attention and setting the right tone. A subject line is like a newspaper headline, a title on a book's spine, or the key slogan of a print media ad. It tells the user what this is all about. And it
should do so in sparkling style — seamlessly channeling your brand. Win Goodbody, Senior Product Manager, Sitka Technology Group While not directly part of the email intro, the subject line. That makes it just as important as the
content inside the email. A great subject line is like a headline—it grabs attention and encourages the recipient to take the next step: opening your email. Without a strong subject line, even the best email opening can go unnoticed. 2. Email greetings for the tone
for the rest of your email. Choose the right greeting, and you're off to a good start. Pick the wrong one, and your email might feel awkward or impersonal. The key is to choose an appropriate greetings shown to the context and the relationship with the recipient. There are basically 2 styles of greetings shown to the context and the relationship with the recipient. There are basically 2 styles of greetings shown to the context and the relationship with the recipient.
professionalism and make your formal email feel polished. Formal greetings work best when you're emailing someone you don't know well, a senior professional tone. Here are some tips to write professional email greetings the formal way: Use titles and last names. Start with Dear Mr. Smith or Dear Ms.
Johnson. If you're not sure about their title or gender, play it safe with their full name, like Dear Alex Taylor. You can also use professional titles like Dear Dr. Jacob. Double-check for misspelling. A misspelled name or title can feel careless, so make sure everything's spelled correctly. Add a comma or colon after the name of the person to keep it
polished, like Dear Mr. Lee, or Dear Ms. Johnson: Avoid too casual greetings like Hiya or Howdy—they're too laid-back. And don't guess someone's title if you're unsure—stick with their full name instead. While Dear [name] is the most common choice, you can use alternatives. Here are few examples of formal greetings: Dear Dr. Patel Hello Ms.
 JohnsonGood day Alex TaylorGreetings Mr. LeeI personally prefer Hello because it's formal and simple. Dear in my opinion feels awkward to some people. Why awkward? It gives an old-fashioned vibeGood in letters but feels abrupt and
unprofessional. Informal greetings are great for casual or friendly situations. They're more relaxed and conversational, making your email feel approachable. These are simple and personal feel approachable. These are simple and personal feel approachable.
without being overly formal. If you're addressing a group, go for greetings like Hi team or Hey everyone. Make sure the greetings like Hi team or Hey everyone. Make sure the greetings like Hi team or Hey everyone. Wake sure the greeting fits your relationship. If you're addressing a group, go for greetings like Hi team or Hey everyone. Make sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greetings like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey everyone. Wake sure the greeting like Hi team or Hey every
to "Hi [Name]" to keep it safe. I personally prefer Hi because it fits everywhere perfectly. Here are few examples: Hi [Name] - Friendly and casual Hello everyone - Great for groups Hey team - Perfect for team emails Hi all - Inclusive and simple Hi folks - Friendly for
small teamsSup [Name] - More casual version of What's UpYo [Name] - Gen Z relevant greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and tone of your email. But there are a few greeting based on the context and the context and the context are a few greeting based on the context and the context are a few greeting based on the context are a few greeting ba
greeting is outdated and sounds generic. It doesn't feel personal and shows you didn't take the time to find the recipient's name. If you're emailing someone directly, always try to address them by name. Only use these as a last resort when there's no way to find out who you're writing to. To whom it may concernWhile this might work in some formal
 situations, it often feels cold and outdated. You can use this type of greeting in legal emails or government related emails. Using it in business communication feels so cold. Hi [job title]This greeting is often used in cover letters for job applications. Most common one I found is Dear hiring manager. But calling someone by their job title instead of their
name feels impersonal and careless. It shows you didn't put in the effort to learn their name—it makes your email look like a mass message. Instead, take a few minutes to research their name—it makes your email is not an instant messaging
channel and you don't expect the recipient to respond right away. Time-specific greetings like good morning, good evening, good 
to keep things simple and relevant. If you want to use such a greeting, use Good day [Name] instead. The intro or hook is the first sentence of your email. It tells the reader curious enough to keep going. Your intro is the bridge between the subject line and the body of your email. It tells the reader why they should care
about what you're saying. If the first line doesn't hook them, they'll likely stop reading, no matter how great your subject line was. Most emails I have seen have a really generic intro. Here's a bad example: Why is it bad? Starts with a generic and overused line (I hope... boomer crap) Feels impersonal and lacks relevance to the recipient's current
focusInstead, focus on highlighting the value and make it personal. Here's how I'd do that:Why does it work?It's personal, relevant, and highlights value right away. I simply told the reader I have something related to what he's currently working on. But how can you write an intro that's relevant and engaging?Tips for writing a strong opening
sentenceThough there's no fixed formula or template. Here are a few tips to make your hook statements strong and impactful. Be clear and directPersonalize your messageAddress a pain pointPose a questionDon't waste time with fluff. Let them know why you're emailing right away. This approach respects the recipient's time and sets clear
expectations. Your first line should answer, "What's in it for me?" so highlight a benefit or solve a problem. Personalization fosters a connection and indicates genuine interest. Reference something specific about the recipient, like their recent work or company news, to show that your email isn't a generic email template. Show you understand the
recipient's challenges and how you can help solve them. It demonstrates empathy and positions your email feel interactive and get the reader thinking. But phrase your question smartly. But what if I'm writing professional emails to people in different parts of the world? Cultural relevance in email opening
linesYour email's opening isn't just polite—it's a sign of respect.When you adapt your greeting to fit someone's culture, you're showing that you care about their norms and values.Get it wrong, and it might feel lazy or even disrespectful.How to adapt your email openingsYou can learn the mantra of success from this quote: If you're trying to persuade
people to do something, or buy something, it seems to me you should use their language they use every day, the language in which they think. David Ogilvy, Business Tycoon When we talk about cultural relevance, you should focus on 3 things:FormalityApproachHonorificsFormalityEvery culture has a different level of formality. Some
expect polished, formal greetings, while others are fine with a relaxed approach. Places like Japan, Germany, and South Korea value formal email salutations like Dear Mr. Schmidt or Dear Tanaka-san. This shows respect and acknowledges hierarchy. In the U.S., Canada, or Australia, casual openings are totally normal. They reflect the preference for
approachability over strict formality. ApproachHow direct you should be depends on the culture. In places like the U.S. or Germany, people appreciate straight to the point and purpose-driven conversations. Start with something like, "I'd love to discuss a partnership opportunity." In Japan, South Korea, or the Middle East, starting with pleasantries
works better. You should express gratitude and start with well wishes. For example, I hope this email finds you well. I'd like to discuss how we can work together. Titles and honorifics matter more in some cultures than others. Cultures with higher formality standards prefer honorifics more. For example, in Germany, you should address someone as
Herr (Mr.) or Frau (Ms.) followed by their last name. Similarly, in Japan, use -san after their name, like Tanaka-san. In the U.S. or Australia, using just their first name is not only acceptable but often preferred. Follow these simple tips to make sure you don't mess up. Do your research — Learn the recipient's cultural norms Go formal if unsure — It's
safer than being too casualAvoid slang — Keep it professional and universalBut is it necessary to use all the email etiquettes in follow-ups too? How to start a follow-up emailFollow-ups are usually more casual than your first email. You don't need to be super formal or follow all the etiquettes I discussed but being polite and professional still
matters.Don't sound pushy.Be clear and simply mention your last email and what you need.You don't need to be stiff. Keep it warm and approachable.Also include something new, like additional details, insights, or updates, to make your follow-up worthwhile.Now before wrapping up, let me answer some common questions.FAQsHow to start a formal
professional and make your email feel approachable. There are numerous ways to end a professional email. I have written a detailed article on crafting professional email feel approachable. There are numerous ways to end a professional email. I have written a detailed article on crafting professional email. I have written a detailed article on crafting professional email. I tried to cover all important aspects, if I missed anything, do send me a DM on X or LinkedIn. Email Greetings Examples
for Work: Setting the Right ToneIn today's fast-paced professional environment, effective communication is key to building strong relationships and fostering collaboration. Whether you're reaching out to a colleague, addressing a client, or following up on a project, the way you start your email can set the tone for the entire conversation. A well-
crafted greeting not only conveys professionalism but also reflects your personality and approachability. In this blog post, we'll explore a variety of email greeting examples tailored for different workplace scenarios. From formal salutations to friendly openers, you'll find a diverse range of greetings that can help you connect with your recipients and
enhance your communication skills. Whether you're writing a quick note or a detailed message, choosing the right greeting so to use in your professional correspondence! Dear [Recipient's Name], A classic and formal greeting suitable for most
professional correspondence. Hello [Recipient's Name], A slightly formal greeting that is commonly used in works well in various situations. Greetings [Recipient's Name], A slightly formal greeting that can be used in both emails and letters. Good
 morning [Recipient's Name],A polite greeting to use in the mornings, ideal for starting the day on a positive note. Good afternoon [Recipient's Name], Similar to "Good morning," this greeting is appropriate for afternoon correspondence. Dear Team, A suitable greeting when addressing a group or team. To Whom It May Concern, A formal greeting used
when you don't know the specific recipient, often used in cover letters or general inquiries. Hi everyone, A casual greeting for group emails, fostering a friendly atmosphere. Dear [Job Title or Department], A formal way to address a specific role or department, a friendly atmosphere. Dear [Job Title or Department] and inclusive greeting for group emails. Hi
[Recipient's Name] and [Other Recipient's Name] and Team, A way to address both an individual and their team in one greeting. Good day [Recipient's Name], I hope this
message finds you well. A warm and professional way to start an email, showing concern for the recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work, ensuring no repeats from the previous list: Dear [Recipient's well-being. Here are 25 additional email greeting examples for work and the previous list: Dear [Recipient email greeting examples for work email greeting examples for work examples for work email greeting examples for work examples for w
Name], I trust you are doing well.A warm greeting that conveys goodwill.Hi [Recipient's Name], I hope this email finds you in good spirits.A positive and uplifting greeting.Good morning, Team!A cheerful greeting for addressing a group in the
morning.Good afternoon, [Recipient's Name], A polite way to acknowledge the recipient's Name], I appreciate your time. A respectful way to acknowledges the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's Name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknowledge the recipient's name [Recipient's name], I appreciate your time. A respectful way to acknow
Name], I hope your day is going well. A friendly approach that shows you care. Greetings, [Recipient's Name], I wanted to reach out to you today. A direct and engaging way to start a conversation. Hello [Recipient's Name], I hope you had a great weekend. A casual greeting that
can be used early in the week. Hi [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and friendly way to check in. Dear [Recipient's Name], I hope all is well with you. A common and in. Dear [Recipient's Name], I hope all is well with you. A common and in. Dear [Recipient's Name], I hope all is well with you. A common and in. Dear [Recipient's Name], I hope all i
you're having a great start to your day. A positive way to begin an email. Dear [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name], I hope this message brings you good news. A hopeful and engaging opening line. Hi [Recipient's Name] had not be a line of the li
emails.Dear [Recipient's Name], I appreciate your prompt response.Acknowledges previous communication while opening the email.Hello [Recipient's Name], I wanted to touch base with you.A casual way to indicate you want to connect.Dear
[Recipient's Name], I hope you're enjoying a productive week. A professional greeting for morning correspondence. Hello [Recipient's Name], I hope you're doing well today. A friendly way to express concern for the recipient's Name], I hope you're enjoying a productive week. A professional greeting for morning correspondence. Hello [Recipient's Name], I hope you're enjoying a productive week. A professional greeting for morning correspondence.
well-being.Dear [Recipient's Name], I hope you're having a successful week.A motivational greeting that conveys encouragement.Hello [Recipient's Name], I hope your day is going smoothly. A friendly greeting that acknowledges the
recipient's day. Dear [Recipient's Name], I hope you're doing well today. A respectful and warm morning greeting. Greetings, [Recipient's Name], I trust this message finds you well. A formal yet friendly way to open an email. Hellong way to open 
[Recipient's Name], I hope you're enjoying a productive day. Acknowledges the recipient's Name], I wanted to check in on your progress. A casual way to initiate a follow-up discussion. Dear [Recipient's Name], I hope this note finds you in good health. A considerate greeting that expresses
care.Good afternoon, [Recipient's Name], I appreciate your attention to this matter. A polite way to acknowledge the recipient's Name], I look forward to collaborating with you. A positive and forward-looking greeting. Hi
[Recipient's Name], I wanted to share some thoughts with you. A direct and engaging way to initiate a discussion. Good day, [Recipient's Name], I hope you're finding success in your projects. A supportive greeting that shows
 interest in the recipient's work. These greetings can help you maintain professionalism and foster positive communication in your workplace emails. Here are 15 innovative email greeting examples for work that add a unique touch to your communication: Dear [Recipient's Name], Happy [day]! A cheerful and creative way to start an email. Hello
conversation. Dear [Recipient's Name], I hope your day is filled with inspiration! A thoughtful greeting that encourages creativity. Hello [Recipient's Name], I hope you're thriving and making great strides on the upcoming
project. A supportive greeting that emphasizes progress. Dear [Recipient's Name], I hope this email adds a spark to your day! A playful way to engage the recipient's Name], I hope you're ready
to tackle new challenges today! An encouraging greeting that sets a proactive tone. Hi [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration. Hello [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration. Hello [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration. Hello [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration. Hello [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration. Hello [Recipient's Name], I trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration is a finite trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration is a finite trust you're discovering new opportunities this week! A forward-thinking greeting that inspires exploration is a finite trust you're discovering new opportunities this week! A forward-thinking greeting that is a finite trust you're discovering new opportunities this week! A finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that is a finite trust you're discovering new opportunities that you're discovering new
hope your day has been productive so far! A constructive way to acknowledge the recipient's Name], I hope you're enjoying the journey of your projects! A reminder to appreciate the process alongside the outcome. Dear [Recipient's Name], I hope you're enjoying the journey of your projects! A reminder to appreciate the process alongside the outcome. Dear [Recipient's Name], I hope you're embracing the challenges with enthusiasm! A motivational greeting that
encourages a positive mindset. Hello [Recipient's Name], I hope you're finding magic in your tasks today! A whimsical way to inspire creativity and enthusiasm. Hi [Recipient's Name], I trust you're turning challenges into
triumphs this week! An empowering greeting that acknowledges resilience and success. These innovative greetings can help you stand out and create a more engaging atmosphere in your message is received. In
this guide, we'll analyze the importance of email greetings, and give you more than 50 examples of how to start an email. You're sure to find a suitable email greetings Email) Let's start with some of the tried-and-true business email greetings—the
snippets of text you include at the beginning of every email. These are some of the most commonly used email greetings, and for good reason—they're some of the simplest and most reliable ways to start a business or professional email. 1. Hi / Hey (name) Short, sweet, and simple, it doesn't get much easier than this. "Hi" is innocuous and friendly,
without sacrificing formality, and the addition of a person's name makes it personal. Depending on the setting, you may wish to use a person's first name or title and surname; this is true for any instances of "name" in this list. 2. Hello (name) This email greeting serves the same purpose, but the additional length of the word "hello' makes it a bit more
formal. 3. Dear (name) A vestigial greeting from the days of handwritten letters, "dear" is useful if your emails from those of other professionals, or to appeal to customers with a friendly opening. 4. Greetings For me, "greetings" feels a little too Martian-like, but it's an acceptable
and common email opening. It's best when introducing yourself for the first time or reaching out to someone for the first time in a while. 5. (Name) Even simpler, you can simply start with the person's name. It might read as a bit cold, and it's not the most creative email greeting, but it's widely used. 6. All / everyone If you're emailing multiple people
at once, you won't have the opportunity to call out a specific name. Instead, you can greet the entire group with something like "Hello all," or "Hi everyone." It's a simple modification to accommodate your needs. There are some other examples of basic professional email greetings you can use, but unless you're being cheeky, or you're eager to stand
out in some distinct way, it's best to stick with one of these. How to Start an Email Greeting: Comma, Colon, or Exclamation Point? Whether you're using one of the above greetings in email or one of your own, you'll be left with a critical punctuation decision: should you use a comma, a colon, or an exclamation point to end your greeting? From a pure
etiquette standpoint, there's no taboo punctuation mark. You aren't going to offend someone by adding an exclamation point to the end of your greeting. However, there are some subtle connotations to each punctuation mark you'll want to consider. The colon is very formal, but almost overly so. A colon might be good for starting something especially
serious, or for emailing with a person or organization you know is old-fashioned. However, for most other people, it might feel a little cold and impersonal. At the other end of the spectrum is the exclamation point. An exclamation point conveys excitement, and can be used to indicate enthusiasm. For personal conversations, this exclamation point conveys excitement, and can be used to indicate enthusiasm.
can work, but in a professional setting, it can make you seem overeager or immature. Use it wisely. The best standby, and the perfect choice if you're not sure what to do, is the comma. It's formal without being cold, and is so commonly used you can guarantee nobody's going to scrutinize it. Ways to Start a Formal Email Now that your greeting is out
of the way, you can work on creating an introduction. These introductory sentences an email starters are ideal ways to start an email for formal occasions—which should be your default if you don't know the person with whom you're engaging. They're a good segue from your generic greeting to the core content of your message: 7. I hope this email
finds you well. This is a simple gesture of well-wishes that can instantly make the rest of your message seem warmer. It's also vague enough that you don't need to be personally involved in your recipient's life, or sacrifice formality for friendliness. 8. Good morning/afternoon/evening. Shorter openings are generally better, especially when one of your
priorities is preserving formality. A "good morning" (substituted with the appropriate time of day) is all it takes to make your greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introducing yourself in a greeting warm. 9. Allow me to introduce myself... This only works if you're actually introduced myself... This only works if you're actuall
is. Be sure to see our complete guide on how to introduce yourself in an email. 10. How are you? You probably won't get an answer, but that's not really the point. 11. How was your vacation, it's fine (and compliant
with the rules of formality) to ask about it. Feel free to ask about it. Feel free to ask about their weekend too—again, as long as it isn't intrusive, but statements can't. A safer bet may be to say something like, "I hope your week is going smoothly. Questions can be intrusive, but statements can't. A safer bet may be to say something like, "I hope your week is going smoothly. Questions can be intrusive, but statements can't.
chase. Most professionals appreciate conciseness, so use this introduction to get to your main point. 14. I'm hoping to get your input on... This is also a way to get to the point, especially if you're making a request or an inquiry. 15. It's my pleasure to inform you... Somewhat situational, this works great if you're informing someone that they've won a
bid, or that they've been selected for a job. Formal Ways to Start an Email Response If you're responding to someone else's email, you'll need to modify your opening slightly. These formal email greetings are well-suited for a response: 16. It's great to hear from you. You can tinker with this opening to get it just right, so long as you're conveying the
same idea; you're glad this person emailed you. 17. Thanks for your email. This offers something similar (and you'll see it coming up again and again). Expressing gratitude can help you with everything from landing a better impression to getting more sales. 18. Thank you for the quick response. Situationally, this can help you acknowledge the
person's efforts in responding to you or reacting to a new prompt. 19. Thanks for getting in touch. Another variant on the "thank you" theme that might suit your needs perfectly. 20. I appreciate the update. If someone provides you with raw information and you don't know what to say, this can help you fill in the gap. 21. I applegize for the delay. If
you didn't respond to the message right away, this short response could help you clear the air. How to Start a Follow-up Email There are many situations that necessitate or invite an email follow-up. These can be tricky, since they often demand a balance between outreach and restraint. Generally, you'll stick to being formal in this situation, with an
email opening like one of these: 22. Just checking in... You'll need to add a bit more to this to make it work, but it's a fairly unassuming opening that can help you establish your main priority in reaching out. 23. I wanted to follow up with you. Similarly, this phrase establishes your main goal. Assuming your original message is clear, there shouldn't be
any miscommunication. 24. As we discussed in our last meeting. In case you aren't sure the person remembers your last meeting, or if you want to recap your last meeting, or if you want to recap your last meeting, or if you want to recap your last meeting. In case you aren't sure the person remembers your last meeting, or if you want to recap your last meeting, or if you want to recap your last meeting. In case you aren't sure the person remembers your last meeting.
provide me with an update? If you're making a simple request, you may not need much more than this in the body of your message. 35-50% of sales go to the first-responding vendor. Following up within an hour increases your chances of success by 7x. The average professional spends 50% of their workday on email. TRY IT FREE 27. I wanted to get
back to you about... This is ideal if you have something to add, or if you're received. Thanking someone for their time, whether it was spent in a meeting, phone call, or just an email
exchange, can make your follow-up seem warmer. 29. Are you still interested? If you're not sure this person wants to continue the conversation, a simple "are you still interested?" can give them an easy out. It also works well as a sales email subject line—but you can read more about sales email subject lines in our comprehensive guide. If you're
interested in a fuller guide on sales-related follow-up emails, be sure to read our article on sales email fyou know the person you're emailing, or if your company culture is relatively relaxed, you can get away with some of these informal
and creative email greetings: 30. Congratulations on (accomplishment)! You might not want to get involved in the details of someone's personal life or professional successes unless you know them. But in an informal setting, it can work wonders. Congratulate someone, and they'll likely read the rest of your message with a smile on their face. 31. How
are the kids? Again, asking someone about their personal life is dangerous territory if you don't know them. But if you've had friendly conversations in the past, this can be a good thing. 32. I saw your post on (social media). This works if there's a contextual link between the post and your message. For example, if they recently posted an article about
the importance of time management, you can tell them about a new tool you've found to analyze the amount of time they're spending each day. 33. How was the trip? If you know the person well enough to know they went on a trip, you can ask about it. 34. I was just thinking about you. Assuming you have a good reason to reach out other than this,
this message can be a near-perfect opening. 35. It was great to see you at (event). Hypothetically, event follow-ups like this can work in a formal setting. However, it's included here because it's often done in a casual way, 36. I saw this (media) and thought of you. You might think of including an attachment, gif. or YouTube link—especially if you have
a good reason for bringing it up. 37. (Contact) suggested I get in touch with you! As a networking email in an informal setting, this opening line is awesome. If you need help polishing the rest of your approach, you can read more tips in this guide on subject lines for networking emails. 38. Sorry it took me a while to get back to you. A less formal
version of the "delay apology," this opening can help you acknowledge a lengthy passage of time between your last message and this one. Funny Email Greetings and Personal Ways to Start an Email If you're friends with the person you're emailing, or if you're trying to come across as friendly and sociable, you can use one of these funny or highly
personal ways of starting an email. Just make sure you're not using these with someone you don't know very well, and entirely avoid them in situations that demand seriousness or formality. 39. Yep, it's me again. If you're emailing someone in high volume, this can make light of the situation. 40. X days until Friday. Yes, we all love Friday and count
down to it. You might as well acknowledge it (even if it's a bit trite). 41. Don't worry, I'll keep this brief. A fun way to insist you won't be wasting this person's time, it's a good introduction to a short email. 42. Yet another message to bog down your inbox. We all wrestle with overflowing inboxes, but this message lets the recipient know that you
understand their plight. 43. Hopefully, you've had your coffee this morning. I can't say I'm a big fan of this joke, but if this person is the type to describe themselves in terms of pre-caffeine and post-caffeine personalities, it might work well. 44. Are you surviving yet another workweek? If work seems like a drudgery some days, this opening can make
things a little lighter. 45. I hope you're sitting down. This is a common phrase used before revealing some surprising or exciting news. If you have something important to share, this may be a good way to lead into it. Just make sure you're not using email for gossiping purposes. 46. [Any inside joke]. Do you have an inside joke with a close colleague or
a friendly boss? Feel free to use it as a way to lead into an email—so long as that email isn't very serious or important. A joke can make a light message easier to receive, but can turn a serious email into an object of ridicule. Bonus: Email Greetings and Openers to Avoid at All Costs These may technically break the rules I laid out, but I feel they're
vital to discuss in this context. In the first section, I wrote about the importance of email greetings, and in the second, I gave examples of some tried-and-true greetings. On the dark side, there are some email greetings and openers you should avoid at all costs. These email salutations are worse than neutral; they could do active harm to your
reputation, or jeopardize the reception of your message. 47. [Anything that's misspelled]. God help you if you misspelled]. God help your from the conversation. On top of that, it shows that you don't pay attention to details, or that you're not
proofreading. Spelling errors in the body of your message might be more easily forgiven, but to leave one in the introduction is practically unforgivable. 48. Hey (nickname)! In general, the "Hey (name)!" formula isn't a great look. It's okay for use with people you know well, or if you want to establish a casual, friendly relationship, but otherwise, it's
best tabled in favor of a tried-and-true greeting. It's made even worse if you include a nickname for someone (unless you've personally verified that this nickname is their exclusive preference). In general, you shouldn't give someone a nickname or shorten their name unless they tell you to; Nicole doesn't automatically become Nicki, and Michael
doesn't automatically become Mike. If you're not sure what this person prefers, watch their email signature, and err on the side of full names and formality. 49. To whom it may concern" is in most situations, a cold and lazy choice. If you can, find the
name of the person you're emailing. If this name is unavailable, a term like "everyone" or "all" will provide a better fit. 50. Dear sir or madam. Again, this is kind of a cop-out. Do your research to find the name of the person you're emailing, or substitute a better phrase if you're talking to multiple people. Otherwise, you're better off with something
vaque, like "Hello." 51. Happy Monday! Just don't. Trust me on this one. Why Email Greetings Matter Do email greetings really matter that much? Why does this subject warrant a comprehensive, multi-thousand-word article? Making a first impression. Whether you're marketing to your target audience or just reaching out to a new contact, it's
important to make a good first impression. Technically, your subject line is going to be the first thing they read, but assuming you've mastered that and they've opened your email, your greeting and opening few lines will set them with an immediate impression of who you are and how you operate. Setting a tone. Your email greeting is also an
opportunity to set the tone for the rest of your conversation. Depending on the circumstances, you may wish to set a formal, serious tone, or something informal to the point of being lighthearted. This can shape how the rest of your message is taken. Building a personal brand. Choosing email greetings and openings can also help you shape and refine
your own personal brand. As you communicate with people regularly, they'll pick up on the common greetings you like to use, and will roll those into their understanding of your personality, goals, and values. It's a subtle effect, but one worth considering. Yet despite these important effects, email greetings and salutations remain an area that's
commonly neglected. Many modern workers write emails without giving their openings so much as a second thought. But not you! Because now you're equipped with this list of top-notch email greetings @ Now that you know all about how to start an email with tried-and-true email greetings and salutations, are you interested in learning more about
the power of your email? Do you yearn to understand how, why, and when people respond to your messages? Sign up for a free trial of EmailAnalytics, and start your journey today. Quick Email Greetings FAQ This depends on your relationship with the recipient. If your recipient is a co-worker but not your boss, then 'Hi' or 'Hey' is usually
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appropriate. If you're addressing someone of higher status, such as your boss, then 'Hi Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Mrs./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger, I recommend using 'Hi' or 'Hello' followed by 'Mr./Ms. (name)' is a safer bet. When writing a professional email greeting to a stranger of the safe and the saf