

Sample Email

To: Office of XU Admissions-Mrs. Greer

Comment: Be sure to be specific-find the person's name or specific dept.

Subject: Overseas Request for Early Admissions Application

Comment: Avoid generic subject lines. This will catch a person's attention and not waste their time. This can also help the recipient prioritize.

Xavier University
Mrs. Tiffany Greer
Office of Admissions
3800 Victory Parkway
Cincinnati, OH 45207

Comment: Name the school, company, place etc.

Mrs. Tiffany Greer:

Comment: Specifically name the person to whom you are writing. Avoid "To Whom It May Concern" if you cannot find a name. If no name, skip to the next required line.

I am currently a senior attending the American Community School of Amman, Jordan. Xavier University's Montessori Education Division is a unique program and one in which I am strongly considering. In reviewing Xavier's admissions website, early decision applications must be submitted no later than November 5, 2006. However, the application failed to download. Could you please send me the early decision application as an attachment or a facsimile? I have included the necessary information below. I appreciate your assistance and attention through this process.

Comment: If possible, state the title/position of the person to whom you are writing.

Comment: 2 spaces after the inside address

Comment: A colon is used in emails and business letters, not a comma

Comment: 2 spaces after the greeting

Comment: 1 space between paragraphs

Comment: Get to the point without being blunt or too casual. A lot of background info is not needed—just the basics. The idea is you don't waste their time, yet you are precise so they understand exactly what you need and when.

With kind regards,
Alikeable Student
Great_student@wahoo.com
1-513-831-1624

Comment: 1 space

Comment: 2 spaces at the end of the body and before the closing.

Comment: Only the first word is capitalized and a comma is required.

Comment: 1 space after the closing and before your name/signature

Comment: Use your full name and an email address even though it will show up in the mail box. Include a phone number/fax if required.