# **Professional Email Example**

Below is an example of a professional email with each part explained. For more detailed information, please check out our short course: [How to Write a Professional Email](https://bit.ly/write-professional-email-student)

**From: mary.brown@studentemail.com** (your email address will appear in the “from” area.)

**To: john\_smith@schoolemail.com** (the “to” section is where you will type the email address(es) of the individual(s) that you wish to communicate with (the email recipients) and those who may need to take action (e.g., answer your email).

**cc: julie.red@schoolemail.com; jill.may@schoolemail.com** (cc stands for carbon copy. The cc area is where you can add the email address(es) of someone that you’d like to keep informed about a conversation, project, or decision. People are typically cc’d when they need to be looped in on a discussion but are not the primary people who you expect to reply).

**Subject: Interest in Mentoring Program** (The subject lets the recipient know that the email is about the sender’s interest in a mentoring program.)

**Hello Mr. Smith,** (This is an example of a friendly and professional greeting)

**I hope you are having a nice day. My name is Mary Brown, and I am a junior at Blue High School. My TVI, Ms. Red, told me about a mentorship program for students with low vision, like me. She said you would be a good person to talk to about this program. I wanted to reach out to let you know that I am very interested in having a mentor to help me with my goals for after high school.**

**I wanted to ask you how I could apply for this program. My mom, Jill May, would like to learn more, too. She is cc’d on this email.**

(The body of this message explains that the student sending the email, Mary, is a high schooler who is interested in learning more about a mentorship program. Mary asks the recipient a specific question about how to apply for the program. She includes the email address of her TVI, Ms. Red, who recommended she reach out to Mr. Smith. She also includes her mom’s email address, so the recipient knows to reply to both Mary and her mom with an answer to Mary’s question.)

**Thank you,** (This is a friendly and professional way to close an email.)

**Mary Brown**

**Junior at Blue High School**

**mary.brown@studentemail.com**

(This is an example of an email signature. It includes the email sender’s full name and additional information about the sender.)