

Digital Ambassador

Email greetings



Step 1:

Determine who you are emailing

Step 2:

Consider where you are in your communication

Step 3:

Consider other factors

Step 4:

Choose the appropriate email greeting

Cold email greetings

- Dear sir or madame
- To [insert title]
- To whom it may concern
- Dear Mr./Ms.
- Dear [first name]
- Hi, [first name]
- Hello or Hello, [name]
- Greetings
- Allow me to introduce myself
- I hope you're doing well
- How are you?
- I hope you're having a great week
- I'm reaching out because...
- I hope you're having a wonderful day
- I hope this email finds you well

Emails greetings to multiple people

- Greetings
- Hi everyone
- Hello everyone
- Hi [first name 1], [first name 2] and [first name 3]

Informal email greetings

- Dear [first name]
- I hope this email finds you well
- Hello or hi
- Hope you're having a great week
- [First name]

Greetings for follow-up emails

- I'm checking in on...
- Following up on my last email
- As we discussed on our phone call
- As promised, here's...
- It was great to meet you at...
- Here's more information on...
- As promised, I'm...
- Can you provide me with an update on...
- To follow up on our meeting
- I'm getting back to you about...

Greetings for email replies

- Great to hear from you
- Thanks for the update
- I appreciate your quick response
- Thanks for getting back to me
- Thanks for getting in touch
- Thank you for your help
- Thanks for the fast response
- It's great to hear from you

Email greetings based on time of day

- Good morning
- Good afternoon
- Good evening