

## Exemples d'emails professionnels en anglais

Voici quelques exemples d'e-mails à utiliser dans un environnement professionnel. Vous pouvez les utiliser comme modèle ou travailler avec le vocabulaire et les phrases de mon article pour créer les vôtres.

Email 1.

### **Subject : Meeting**

Hi Christopher,

Thank you for all your help with the project (ABC) and for taking the time to speak with me on the phone the other day. I hope that you are less busy this week ? We are working hard on our new project now and are having a big meeting on Thursday to discuss all the new aspects of it.

Would you be able to come to the meeting ? It's in building A at 10 o'clock on Thursday. Please let me know if that is possible for you.

Kind regards,

Nathalie

Email 2.

### **Subject : Request for Information**

Dear Sir/ Madam,

I am writing regarding the First Aid training course that you are offering. Could you possibly give me some more information on the content, structure and price of this course?

I also saw that the course was in July but there wasn't an exact date given. Could you please tell me the different dates available ?

Thanks for your help.

Nathalie Smith

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Email 3.

Subject : Sales Representative position

Dear Mr Jones

I'm writing to you regarding the advertised post of Sales Representative in your company. I have a long history of sales experience and I am a dedicated and motivated worker.

I have attached my cover letter and C.V to this email and please don't hesitate to contact me for any further information.

I look forward to hearing from you soon.

Kind regards,

Nathalie Smith

Email 4.

Subject : New product

Dear Sir/Madam,

I'm emailing you today to let you know that my partners and I have created a new [product] called [product name]. It's an amazing new product that we believe will revolutionise the industry.

I won't go into all the technical details now but the long and the short of it all is that it is faster, more efficient and would be perfect for your company. All the details are available here on our website [Link]

Please don't hesitate to contact me if you have any enquiries on pricing, specifications or more, I'd love to help out.

Kind regards,

Nathalie Smith

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Email 5.

Subject: Product Evaluation

Dear [Name],

I hope you are enjoying your recent purchase of our [name of the product]. We are very proud of it and we would love to hear your thoughts. If you found it useful, would you mind leaving a review on [insert link] ? It should only take you a few minutes and would be much appreciated.

If there's anything else we could do to help or improve in the future please don't hesitate to get in touch.

Thank you,

Nathalie Smith

Email 6.

Subject Line: We cordially invite you to [event name]

Hi [Name],

It is that time of the year again when we have our [name of the event]. It is a day where we [describe your event in about two lines with time & date clearly written].

As a valued (customer/client/supplier/supporter – choose one) we would love it if you're able to come, but we understand if you can't.

Please click this invitation link [insert link] and RSVP yes or no.

Kind regards,

Nathalie Smith

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