



BUSINESS ENGLISH

Business Email Templates

Copy-paste templates for meeting requests, follow-ups, apologies and more

Free learning resource from English Skill Nest. Share it with students, colleagues and anyone preparing for English exams, interviews or professional communication.

Available at englishskillnest.com



Why Email Skills Matter

In the professional world, your email IS your first impression. A well-written email gets responses. A poorly written one gets ignored. These templates are ready to use -- just customize the [brackets].

The Golden Rules of Business Email

1. Subject line = 6 words max + the purpose
2. Greeting: "Dear [Name]" for formal, "Hi [Name]" for colleagues

3 First line = Why you are writing (do not bury the lead)

4 One email = One request. Do not mix topics.

5 End with a clear next step + deadline

Meeting Request

Subject: Meeting Request: [Topic] - [Date]

Dear [Name],

I hope this email finds you well. I would like to schedule a meeting to discuss [specific topic]. I believe this conversation will help us [expected outcome].

I am available on [Date/Time 1] or [Date/Time 2]. Please let me know which works best for you.

Looking forward to your response.

Best regards,

[Your Name]

Follow-Up After Meeting

Subject: Follow-Up: [Meeting Topic] - Action Items

Dear [Name],

Thank you for taking the time to meet today. I found the discussion about [topic] very productive.

As discussed, here are the key action items: 1. [Action Item 1] - Due: [Date] 2. [Action Item 2] - Due: [Date]

Please let me know if I have missed anything.

Best regards,

[Your Name]

Thank You / Appreciation

Subject: Thank You - [Specific Reason]

Dear [Name],

I wanted to take a moment to thank you for [specific help/gift/opportunity]. Your [specific action] made a real difference in [outcome]. I truly appreciate your [quality: generosity/support/guidance].





With gratitude,

[Your Name]

Requesting Feedback

Subject: Request for Feedback: [Project/Task]

Dear [Name],

I hope you are doing well. I have completed [project/task] and would greatly appreciate your feedback. Your insights would help me improve the final deliverable.

Could you please review [specific section] and share your thoughts by [date]?

Thank you for your time.

Best regards,

[Your Name]

Apology / Issue Resolution

Subject: Regarding [Issue] - Our Action Plan

Dear [Name],

I sincerely apologize for [the issue/error/delay]. I understand this has caused [impact on recipient].

Here is what we are doing to resolve this: 1. [Immediate action taken] 2. [Preventive measure for future]

We value your trust and will ensure this does not happen again.

Please do not hesitate to reach out if you have any concerns.

Sincerely,

[Your Name]

12 Power Phrases for Professional Writing

Phrase	When to Use
I would appreciate it if...	Polite request (better than "I need you to...")
Please let me know at your earliest convenience	Professional follow-up
I wanted to bring to your attention...	Flagging an issue politely
Thank you for your prompt response	Building goodwill
I look forward to hearing from you	Professional closing
Please do not hesitate to reach out	Offering availability
I apologize for any inconvenience	Professional apology





As per our discussion	Referencing a conversation
Moving forward...	Transitioning to next steps
To ensure we are aligned...	Confirmation phrase
I would be happy to...	Positive acceptance
Should you have any questions...	Open door closing