



## Modelo de e-mail para prospecção na gringa.

### **Start your email greeting the person you are writing to:**

1st option - Formal emails:

Dear Mr./Ms.,

2nd option – Informal emails (it's not necessary to add Mr. or Ms.):

Dear John/Mary,

P.S.: if you don't know the person who will get your email (for example, when you send your curriculum...), you can use general greeting:

To whom it may concern, (A quem possa interessar,)

### **Explain the reason you are sending this email:**

Try to be objective and go straight to the point.

Examples:

I am writing because...

I am writing regarding the conference...

As agreed, please find attached my report...

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### **Finishing your email:**

Examples:

Let me know if you would like to have a coffee to talk about the matter...

I am looking forward to hearing from you.If you have any questions, please don't hesitate to contact me.

Please let me know if you need any extra information.

\_\_\_\_\_appreciate\_\_\_\_\_

**Say good-bye:**

Thank you for your patience and cooperation.

Thank you for your consideration/attention.

Best regards,

Kind Regards

Yours Sincerely,