Professional Email Templates Pack

Six fill-in-the-blank email templates for the messages you write most at work: requests, follow-ups, apologies, thank-yous, meeting requests and updates.

1. General professional email

Subject: [Topic] – [action needed or deadline]

Dear [Name],

I am writing to [purpose in one sentence].

[One to three sentences of essential details.]

Could you please [specific request] by [date]?

Thank you for your time.

Kind regards,
[Your name]
[Job title, Organisation]

2. Follow-up email

Subject: Re: [original subject]

Hi [Name],

I wanted to follow up on my email from [day/date] about [topic].

[One sentence restating what you need and why it matters now.]

Could you [specific next step] by [date]?

Thank you,
[Your name]

3. Apology email

Subject: Apology for [specific issue]

Dear [Name],

I apologise for [specific mistake and its effect].

To put this right, I have [action taken] and will [next action] by [date].

To prevent this in future, we have [process change].

Thank you for your patience.

Kind regards,
[Your name]

4. Thank-you email

Subject: Thank you for [specific help]

Hi [Name],

Thank you for [specific thing they did].

[How it helped: the result or what it made possible.]

With thanks,
[Your name]

5. Meeting request

Subject: Meeting request: [topic] ([length])

Hi [Name],

Could we meet for [length] to discuss [topic]?

I am available on [option 1] or [option 2]. If neither works, please suggest a time that suits you.

Thank you,
[Your name]

6. Status update

Subject: Update: [project] – [on track / at risk / blocked]

Hi [Name/team],

Quick update on [project]:

Done: [1–3 points]
Next: [1–3 points with dates]
Help needed: [specific ask, or “None”]

Thanks,
[Your name]

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