

5 Essential Phrases for Business Emails

These phrases:

- * Sound professional but natural
- * Work in most business situations
- * Avoid awkward or overly formal language

These Email Phrases Every Business English Learner Should Know:

1. “I’m writing to follow up on...”

Use this when checking in on a previous request or conversation

Example: I’m writing to follow up on the proposal I sent last week.

2. “Could you please confirm ...?”

A polite way to request confirmation or a response

Example: Could you please confirm your availability for the meeting?

3. “Please find attached”.

A standard phrase when including a file

Example: Please find the updated document attached for your consideration.

4. “I’d appreciate it if you could...”

A polite request that works in almost any situation

Example: I’d appreciate it if you could send the final version by Friday.

5. “Let me know if you have any questions.”

A friendly, professional way to close an email

Example: Let me know if you have any questions about the agenda.

And that’s not all ... my Business English Email Toolkit — packed with:

20+ templates, essential phrases, smart writing tips and more for professionals like you.

Get it [HERE](#) to write clear, polite, and professional business emails every time.