

Business Email Closings: How to End an Email

Making an Announcement

Should you have any questions or concerns, please contact me. (formal)

Should you have any questions, please contact me. (formal)

Should you have questions, please don't hesitate to contact us. (formal)

If you have any questions, please contact me. (neutral)

If you have any questions, please let me know. (neutral)

If you have any questions or comments, please let me know. (neutral)

If you have any questions, please call us at...(neutral – email to external contact)

Feel free to contact us if you have any questions. (neutral – email to external contact)

Thank you for your patience and understanding. (formal – announcing a delay)

Thank you for your understanding. (formal)

Thank you for your patience. (neutral – announcing a delay)

Thank you for your cooperation. (neutral – usually for announcements to many people)

Making a Request

Thank you for giving this request your consideration. (formal)

Thank you for your consideration. (formal)

I look forward to your reply. (formal)

I appreciate your assistance. (formal)

I appreciate your help. (neutral)

Thanks for your help. (neutral)

I look forward to hearing from you...(neutral – expecting a response from external contact)

I hope to hear from you soon. (neutral – expecting a response from external contact)

Thank you for your time. (formal)

Please contact me at your earliest convenience. (formal)

Thank you in advance for your prompt reply. (formal – to express urgency)

Please get back to me as soon as possible. (neutral – to express urgency)

Responding to a Request

Let me know if I can be of assistance in any way. (formal)

Let me know if there's anything else I can do. (neutral)

Let me know if you need anything else on my end. (neutral)

Hope this helps. (neutral/informal, often used as a sign-off as well)

Apologizing /Responding to a Complaint

Once again, sincere apologies for...

Once again, we regret...

We apologize for the misunderstanding.

Extending an Invitation

I sincerely hope you can attend. (formal)

I hope you can attend. (neutral)

I hope to see you there. (neutral)

Requesting a Meeting

I look forward to meeting with you...(formal)

I hope to see you soon...(neutral)

Other Ways to End an Email

Thank you for your continued business. (formal email to a regular customer)

Thank you for choosing...(acknowledgement of an order)

Sign-offs

Warm regards, (formal)

Best regards, (formal)

Best, (neutral)

Regards, (neutral)

Thank you, (neutral)

Thanks, (neutral)

Thanks again, (neutral)

Other sign-offs:

Have a great weekend.

Have a great night.

Hope this helps.

Keep up the good work. (from a supervisor to an employee)