



FRASI UTILI PER SCRIVERE UNA EMAIL IN INGLESE

Abbiamo visto nel nostro post su come scrivere un'email in inglese, sia formale che informale che le formule sono importanti.

Ecco una lista di frasi che possono tornarti utili a seconda del contesto. Salvala, stampala, conservala: sarà la tua alleata più preziosa nella comunicazione via mail in inglese!

EMAIL FORMALI

Sezione	Frasi utili
Subject Line (Oggetto)	• Request for Information about... • Application for the position of... • Meeting Request – [Date] • Regarding your recent enquiry • To whom it may concern – Document Submission
Salutation (Saluto iniziale)	• Dear Mr + Last Name • Dear Ms + Last Name • Dear Sir/Madam. • To whom it may concern
Opening Sentence (Frase di apertura)	• I am writing to request further information about... • Thank you for your email regarding... • I am writing to inform you that... • Following our recent conversation...
Body (Corpo del testo)	• Could you please provide clarification on...? • I would appreciate it if you could send me... • Please find attached the document you requested. • I would like to discuss the following points... • Should you need any additional information, do not hesitate to
Closing (Conclusione)	• Thank you for your assistance. • I look forward to hearing from you soon. • Please let me know if you require anything further. • Many thanks for your support • Thank you for your time and consideration.
Sign-off (Saluto finale e firma)	• Yours faithfully (se NON conosci il nome) • Yours sincerely (se conosci il nome) • Kind regards • Best regards - Firma: First Name + Last Name Job Title Company Phone / Email

EMAIL INFORMALI

Sezione	Frasi utili
Subject Line (Oggetto)	• Quick question about... • Update on yesterday • Need your help • Meeting later? • Info request
Salutation (Saluto iniziale)	• Hi + First Name • Hello • Hey + First Name • Hi everyone
Opening Sentence (Frase di apertura)	• Hope you're doing well. • Thanks for getting back to me! • Just a quick note to say... • I'm writing to ask if you can help me with...
Body (Corpo del testo)	• Could you tell me more about...? • Here's the info you asked for... • Let me know what you think. • I just wanted to check in about... • If there's anything else you need, just tell me.
Closing (Conclusione)	• Thanks again! • Let me know if that works for you. • Talk soon. • Looking forward to your reply.
Sign-off (Saluto finale e firma)	• Cheers • Best • See you • Take care Firma: First Name (di solito basta così)

