How to Send an Email

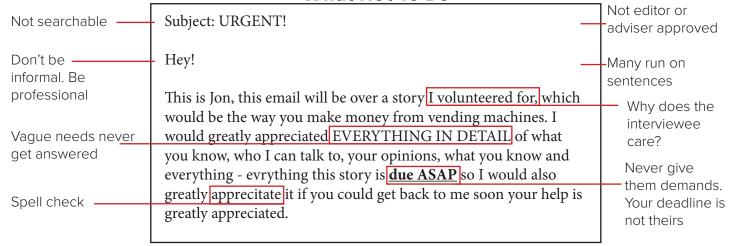
Dear NAME NAME, **Proper Address** I am NAME NAME, and I'm working on a story about NAME for Introduce the **PUBLICATION**. I'd like to talk face-to-face, so let me know yourself and a good time I could interview you. Here are the questions I have what publication about STORY. If it's easier, you may reply with your answers. Thank you're on Tell what story you for your time and help with this STORY. or project you're working on Who should approve this email before sending? Write questions When will you learn to email like a professional? in bold with space to allow Why do bad emails make everyone in journalism look like a moron? room to answer on reply Thank you, -**Proper Salutation** [your correct signature set up in Google]

Do Not

Demand an interview or reply
Ever EVER say ASAP - Your deadline is not theirs
Write incomplete sentences
Use bad grammar
Be vague and ask "what you know about" be specific

Be professional
Be respectful
Get an editor's or adviser's approval
before sending
Use a proper (searchable) Subject line

What Not To Do



how to email.indd 1 5/17/22 8:39 PM