Email Sample

Comics Experience

* Writing Emails (or anything, really)
  + Always use grammar and spell check
  + Quick greeting, then get to the point, and get out on a polite and upbeat note.
  + Have a call to action, even if it’s just to write back. That way they know what you’re looking for them to do.
  + Use an active voice.
  + Most editors appreciate brevity over flowery language because they’re busy.
  + Avoid wish-washy words and phrases like “maybe you could take a look” or “I was thinking it would be cool if…..” Be direct. Let them know what you’re asking by asking for it plainly. At least that way they know what they’re agreeing to or turning down and so do you.

*Please note there are page breaks between each draft below.*

*Always modify any email sample to make it more uniquely your own.*

**Portfolio Inquiry**

Hi \_\_\_\_\_\_ (personalize if at all possible),

My name is (\_\_\_\_\_\_) and we met (online, convention, etc). (Put something in here that they may rember about you or your conversation with them)

I would be grateful if you would take a moment to look at my portfolio at this DropBox link (links instead of attachments as many people won’t open an attachment) (also, use a dropbox account or google drive that isn’t scary and say so). I believe you’ll find the artwork appealing given that you work on (name specific titles and how you link your work to it if possible).

Please take a look at my work at your earliest convenience and keep me in mind for future work or collaboration.

Thank you so much for your time.

I will follow up in a few weeks with additional work. Any feedback, even something small is appreciated as I’m always aiming to improve.

Sincerely,

You

**Pitch Inquiry**

Hi \_\_\_\_\_\_\_,

We met (social media, con, etc). (personalize your message here a bit if you can for them)

(tell them about yourself—writer or artist or both, what you’ve done in the past, and why you think THIS PERSON will want to look at your pitch –without a synopsis—like because I know you’re a fan of film noir or horror or whatever).

I’ve been working on a project that I think might appeal to you and I’d love to send it to you, would that be okay?

Thanks so much for your time.

Sincerely,

You

*If/when they agree to take a pitch, then…..*

Hi \_\_\_\_\_\_\_,

Thank you for agreeing to review my attached pitch.

I hope you’ll find it exciting and even if it’s not right for you at this time, that you see me as someone you’d like to work with in the future.

Please let me know that you have received this pitch and I will follow up in two weeks (or some other specified time).

Thanks so much for your time and consideration.

Sincerely,

You

**Work Submission**

Hi \_\_\_\_\_\_\_\_\_,

Attached (or linked) please find the following items submitted for (Name of project). Please confirm receipt and let me know of any notes and approvals as soon as possible.

While I’m awaiting approval or notes, I will move onto the following (be specific of what you can do while you wait). When I complete that work, I will address any notes and keep the ball rolling.

Thank you and please again confirm receipt.

Sincerely,

You

**Invoice Submission**

Hi \_\_\_\_\_\_,

Please find my invoice for (project) which was completed on (date). This was really fun and I enjoyed working with you and the team. I hope there’s an opportunity to work together again in the future.

If there is a different department or email address this needs to go to, please let me know so that I can move it through proper channels.

Please confirm receipt and that it is being processed.

Thank you again for a great working experience.

Sincerely,

You