How to Write Formal E-mail

Each of you has an official KTU email id. Please use it – we send important and useful information to your email id: offers for scholarships, internships, questionnaires, notifications about scholarships, etc.

The teacher has right NOT to respond you if the email is sent from gmail.com or yahoo.com, i.e. from personal private email id. So once, you are writing an email, use KTU email id.

Please write your inquiry, question in a formal way (see how we do it), formulate your proposal/question clearly.
Try to avoid abbreviations. Keep in mind that reply is supposed to be sent in 2-3 days (but do not expect the answer if you emailed on Friday afternoon until at least Monday afternoon).

In addition, always sign your emails: some of your private email ids are not related to your name and or surname, so it is impossible to distinguish who wrote the email.
It is always a good manner to use a formal „signature“. Try to develop yours based on our guidelines and an example below:

Guidelines:

Name Surname I Student
Programme I Academic group
Faculty of .......
Address
+370 686 ..... 
name.surname@ktu.edu 
ktu.edu

Example:

Neringa Narbutiene I Student
MSc in Electronics Engineering I E MEI-4
Faculty of Electrical and Electronics Engineering
Studentų St. 48, LT-51367 Kaunas
+370 686 12345
neringa.narbutiene@ktu.edu 
ktu.edu

Just copy and edit this text to your email template – create automatic signature, and every email will be formal and respectful.

All the best in studies!