

EMAIL SUBJECT LINE EXAMPLES FOR MEETING REQUEST

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- Try to use fewer pronouns like “we” in subject lines
- Implement logical keywords to help people find your mails
- Use numbers, dates, deadlines
- Try personalization
- Delete "REs" and "FWs" from subject lines
- Always finish your sentence and don't lie to your recipients
- Mind your grammar
- Try to keep your subject lines short
- Dont use too many inappropriate emojis to brighten the meeting subject
- Add power words
- Add calls to action
- Dont start a sentence in a subject line and finish it in a message
- Send a reminder
- Write a clear subject line
- Be specific and avoid using unnecessary words like “hey” or “hello”
- Put the most valuable and important words first
- Learn what your audience likes and wants to see in a meeting invite subject
- Offer value
- Use a salutation
- Introduce yourself (if necessary)
- Add a sense of urgency
- Explain why you want to meet
- Dont use CAPS for the whole subject line
- Add some numbers to highlight the significance of an invitation email
- Keep your subject line for a meeting email shortBe flexible about time and place
- Request a reply or confirmation



SOURCES: INDEED.COM; NEWOLDSTAMP.COM