

We are happy to support you with various concerns and gladly answer your questions! In order to quickly receive the information you need, here are a few hints for writing E-mails.



My E-mails....



✓ go along with a short, meaningful subject

✓ contain a greeting line

✓ are worded politely, short and compact

✓ have a correct sentence structure including punctuation (as far as possible)

✓ contain paragraphs to improve readability

✓ contain no/hardly any "embellishments"

✓ should not be sent to different contact persons

✓ will be sent via my student E-mail account (if available)

✓ are „signed“ with first and last name

Many thanks!

