

## 14 Other Ways to Say "I hope this email finds you well"

1. I hope you are doing well
2. I hope you are having a productive week
3. I hope you are having a great day
4. I hope you had a great weekend
5. I hope this finds you well
6. I hope this message finds you well
7. I hope this letter finds you well
8. I hope you have enjoyed your recent holidays
9. It's a pleasure to connect with you again
10. Happy Monday!
11. How are things going?
12. Hope you are surviving the day!
13. Hope I'm not ruining your week!
14. I know you've got bigger fish to fry

### 1. I hope you [...] are doing well

*Dear Mr. Carlson,*

***I hope you and your family are doing*** well despite the pandemic.  
*This email is just a reminder of the upcoming webinar on handling client objections scheduled for tomorrow from 03:00 to 05:00.*

*Regards,  
Patricia Rivers*

## 2. I hope you are having a productive week

Another relatively neutral expression is “I hope you are having a productive week,” which sounds very professional [and](#) polite at the same time.

It is best to use this opener when sending an email in the middle of the week and when the email’s content is also related to work productivity.

*Dear Ms. Saunders,*

***I hope you are having a productive week.*** Here are our team’s monthly sales stats and the customer satisfaction report for your reference.

*Best regards,  
Barbara*

## 3. I hope you are having a great day

[Although](#) we can’t always assume that the person is having a great day, this greeting may still put a smile on the receiver’s face.

[Of course](#), you can’t use this greeting if you know that the recipient has just been laid off from work or recently filed a bereavement leave.

*Dear Mr. Jones,*

***I hope you’re having a great day.*** This is to inform you that we are making some minor changes to our legal policy that will apply to you. There is no required action on your end at the moment, but if you are interested in knowing more details, please check the policy updates attached to this email.

*Sincerely,  
G&H, Inc.*

## **4. I hope you have enjoyed your recent holidays**

If you are aware that the person has just come back from a recent vacation or non-working holidays, you can use “I hope you have enjoyed your recent holiday” instead.

This email intro is applicable, for [example](#), after Thanksgiving, Christmas, or New Year’s Day.

*Dear Jason,*

***I hope you have enjoyed your recent holidays.*** *Our company is holding a charity program to help cancer patients next month. I have attached the details of the upcoming activities below. Should you be interested in participating, please let me know by email so I can guide you on what to do.*

*Kind regards,  
Ally*

## **5. It’s a pleasure having to connect with you again**

“It’s a pleasure having to connect with you again” is a great opener when communicating with a business connection from the past.

[For example](#), you have an ideal client who has gone silent for a while, but he or she suddenly inquires about the service you offered before.

*Dear Mr. Michaels,*

***It's a pleasure having to connect with you again,*** and thanks for your inquiry. Yes, we are still offering the expense-reduction service I explained before. Please let me know your availability within the week so I can schedule you for a video conference for a presentation.

*Kind regards,  
Joshua Smith*

## **6. Happy Monday!**

When sending an email to a colleague whom we regularly communicate [with](#) on the first, or any, day of the week, we can simply say "Happy Monday!" as a greeting.

In the context [in which](#) the relationship of the email sender and recipient is quite intimate, using a language that's too formal may come across as awkward or incongruous.

As emails are expected to be skimmed on, this quick intro can also save your reader time and effort.

*Dear Ken,*

***Happy Monday to you!*** I would just like to give you some information regarding last week's meeting that you were unable to attend. Here are the meeting notes, as well as the audio recording file in case you want to know more details.

*Regards,  
Helen*

## 7. How are things going?

Another email intro that we can use is the classic “how are things going” question, which is also common in the spoken context.

To catch up with the other party, a short and simple greeting before going to the main topic is also recommended, especially if you haven’t heard from the person for a while.

*Dear Ashton,*

***How are things going?*** *I actually need a little help from you. You have mentioned a book before that talks about persuasion, but I can’t really remember the exact title nor the author. Could you please tell me what it is? Thanks in advance.*

*Best,  
Julie*

## 8. Hope you’re surviving the day!

This is another line we could use **especially** when, again, an intimate bond exists between the sender and the receiver.

You may have to avoid this intro in the initial contact with a prospect or when you’re emailing the CEO of your company.

But, this intro’s tone is leaning towards making a humorous attempt, and **thus**, the reader may find it amusing as long as the relationship with him or her is quite stable.

*Dear Fiona,*

***Hope you're surviving the day!*** *Here's a copy of the PowerPoint presentation you asked for yesterday. I've also attached a PDF version, in case you want to print it.*

*Regards,  
Anna*

## **9. Hope I'm not ruining your week**

The meaning of this email opener is similar to the previous intro explained, but it is constructed in a negative sentence structure.

We can use this verbiage particularly when the content of the email contains a request, favor, or a product pitch.

*Dear Jonah,*

***Hope I'm not ruining your week.*** *I have noticed that you've been quite busy these past few days, but I was just wondering whether you could give me quick assistance on the module that you made. I'm afraid I cannot open the link located in Section 4. When you have the time, please check on it. Thank you.*

*Kind regards,  
Sharon*

## 10. I know you've got a bigger fish to fry

This one last casual intro denotes some idiomatic meaning, [which](#) means non-native English speakers may have the tendency to misunderstand it.

"Having a bigger fish to fry" means having more important matters to attend to or having more responsibilities.

This could be useful when communicating minor issues or concerns to the receiver, but you still need some assistance from him or her.

*Dear Fred,*

***I know you've got a bigger fish to fry***, so I'll keep this short. I'm really having a hard time figuring out how to install the software that you introduced. I have already made several attempts, but haven't succeeded. When you have some spare time, would you mind checking it for me? Thanks a lot.

*Kind regards,  
Harvey*