

COMMON EMAIL ACRONYMS & THEIR MEANINGS WITH EXAMPLES

Acronym	Meaning	Usage Example
AB – Action by	Used to indicate who is responsible for taking action on a particular task. It can also be used to indicate the timeline for that task.	You can write "Trial the sound system before the event. AB: John Doe." It means John is responsible for trialing the sound system. It is also possible to use: "AB: April 6th" to indicate the timeline.
AR – Action Required	Used to indicate that the recipient needs to take action on the message.	An email from HR to all employees that outlines the company's new vacation policy may end with the acronym 'AR – Action Required', indicating that the employees need to take action and understand the new policy.
FYA – For Your Action	Used when the sender of an email needs the recipient to take action. A common use is to forward an email with the words "FYA" to tell the recipient to do something with the email.	If an employee sends a memo to their boss asking them to review and approve a project proposal, they may end the email with "FYA" as a polite reminder that the boss needs to take action.
NYR – Need Your Response	Used in the subject line mostly to indicate that a response or action is needed from the recipient.	Project proposal submission due in 2 days NYR.
NYRT – Need Your Response Today	Similar to 'NYR' but setting the boundary of the reply to be made by 'today'.	Project proposal submission due in 2-days NYRT
NYRQ – Need Your Response Quick	Similar to 'NYR' but emphasising the reply to be made 'quickly'.	Project proposal submission due today NYRQ

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NYR-NBD - Need Your Response - Next Business Day	Similar to 'NYR' but setting the boundary of the reply to be made by the next working day.	Project proposal submission due in 2 days NYR-NBD.
PRB - Please Reply By	You can use this abbreviation when you need a reply within a certain date and time.	If you sent an email to a colleague asking for a response to a project proposal by Friday, you could end the email with "PRB: Friday".
RR - Reply Requested Or Reply Required	Used in emails to remind the recipient that a response is expected.	If you sent an email to a colleague to ask for feedback on a project, you might end the email with "RR - Reply Requested." This will remind the recipient to respond to your request.
VSRE - Very Short Reply Expected	Used in emails when the sender wants a short & quick response.	If you send an email to a colleague asking for a status update on a project and end the email with "VSRE", you are indicating to them that you need a quick response.
Y/N - Yes or No	Use this shorthand when you just want a yes or no answer.	Would you like to attend the meeting tomorrow? Y/N
NNTR - No Need To Respond	It is often used in emails when the sender does not require a response.	This is a reminder that our weekly meeting is tomorrow at 10am. Please be on time. NNTR.

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FYR – For Your Reference	Used in emails when the sender wants to provide additional information to the recipient for reference.	I've attached the report you requested. FYR, I've also included the resource list I mentioned in our meeting.
FYI – For Your Information	Used to provide someone with additional information that might be helpful.	If you're emailing someone with an update on a project, you might end your message with, "FYI, I've attached the latest version of the document."
FYG – For Your Guidance	Used in emails to provide additional information, instructions, or resources to the recipient.	Please prepare the project proposal. I have attached the proposal we submitted last year FYG.
FAO – For The Attention of	FAO, which stands for 'For the Attention of', is used in emails to indicate who the email is intended for.	For example, you may write in the subject line, "FAO: John Nevile".
IAM – In A Meeting	IAM (In a meeting) is used in emails and chat or text messages to let the recipient know that the sender is currently in a meeting and will respond to their message when they are available.	IAM right now, but I'll be free to discuss further later this afternoon.
LET – Leaving Early Today	LET acronym LET stands for 'Leaving Early Today' and is used often to communicate with coworkers in email responses.	"I'm LET today, so if you want me to review your report, please send it to me before 3pm."

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ASAP - As Soon As Possible	it's used to indicate that the recipient should respond to or act on the message as soon as they can.	If you're emailing a colleague asking for a favor, you might end your message with "Please reply ASAP."
BTW - By The Way	This is usually used in chatting but sometimes in emails to let the recipient know the sender will be engaged in something else; hence replies might be delayed.	After discussing business for some time, you may change the topic by saying, "BTW, I heard the news about Janet's accident."
TTYL - Talk To You Later	This is usually used in chatting but sometimes in emails to let the recipient know the sender will be engaged in something else; hence replies might be delayed.	TTYL, I have to go.
OTOH - On The Other Hand	It's used to indicate another side to the argument being made.	For example, if you're emailing a colleague with your thoughts on a situation, you might end your message with "OTOH, this is something to consider."
ELI5 - Explain Like I'm 5	Primarily used when someone does not understand something complex or needs it explained in simple terms.	Could you ELI5 what SEO stands for?
F2F - Face To Face	Indicates that an in-person meeting is preferred over telephone or computer communication.	Let's have a F2F meeting next week to discuss our project more thoroughly.

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FTR – For The Record	FTR acknowledges that a certain piece of information might be important later on down the road and needs to be established immediately by all participants in the communication exchange.	FTR, we agreed on \$50 for this project.
AFAIK – As Far As I Know	Used to indicate that the speaker is sharing what they know about a particular subject at the time of speaking.	AFAIK, our competitors will also increase their prices from the next season.
IMHO – In My Humble Opinion	It is a way to politely say that the expressed opinion is just an 'opinion', not a fact.	If you're emailing a colleague with your thoughts on a situation, you might end your message with, "IMHO, this is the best course of action."
IME – In My Experience	This acronym is used to imply a personal anecdote that the writer is referencing.	For example, "IME, this marketing strategy has been successful" would mean that from the writer's personal experience, this marketing strategy has been successful.
PMFJI – Pardon Me For Jumping In	PMFJI is an expression used when someone has just joined a conversation abruptly but wants to contribute something mutually beneficial before continuing with the existing dialogue topic.	PMFJI- It would be good to discuss how we will approach pricing models.
NWR – Not Work Related	It is typically used in emails to indicate that the content of the message has nothing to do with work.	If you send an email to the rest of the office about arranging a surprise gift for a coworker's birthday, you can put "NWR" in the subject line to show that this email is not about work. The email title could be "NWR – Fund collection for Janet's birthday gift".

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OOT - Out Of Topic	Used in online communities and discussion forums when someone introduces a topic irrelevant to the current discussion/thread/topic.	I'm sorry that this comment is OOT; I wanted to let everyone know about a new product we launched today!
OOO - Out Of Office	This is used to inform others that the sender is unavailable and will not check their email.	I'm currently OOO for the next week, I will respond to your email as soon as I return.
NWS - Not Work Safe Or Not Work Suitable	Used to warn the recipient of an email that the content of the email may not be appropriate for a work environment.	For example, an email containing explicit language, sexual content, or other inappropriate material should be marked NWS.
TSFW - Technically Safe For Work Or Totally Safe For Work	Used to indicate that a particular email or email attachment is suitable for viewing at work or in a professional setting. This is the opposite acronym of 'NSW'.	For example, if you send an email with a link to a YouTube video, you can include TSFW in the email to indicate that it is suitable for viewing in a work environment."
PFA - Please Find The Attachment	It is often used in emails when sending an attachment to the recipient.	You might write "PFA my resume" in an email when sending your resume as an attachment.
TBF - To Be Forwarded	This is an acronym used in email to indicate that the message should be forwarded to another person or group.	If an email is sent from an employee to their boss asking for a response, the boss may respond with "TBF" to indicate that the email should be forwarded to the appropriate department or team for further action.

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TL;DR – Too Long; Didn't Read	TL;DR stands for "Too Long; Didn't Read" and indicates when an email's text is too long, and the recipient may not want to read it all. It is also used to highlight a summary of a lengthy text.	If you are emailing your boss about a new project that you are working on, you could include the TL;DR acronym and a summary of the project to let them know that they read this summary to understand the key points instead of going through the detail.
EOD – End of Day	Used in emails to indicate the end of the workday.	For example, managers can advise their team members, "Please submit the proposal EOD".
EOW – End of Week	Like 'EOD', this one indicates the end of the week.	Managers can advise their team members, "Please submit the proposal EOW".
NT or N/T – No Text	NT, which stands for 'No Text', is an email acronym used in the title to inform the recipient that the email body doesn't have any content.	A Manager sends an email to the team with the subject line "Complete self-evaluation for your Performance appraisal by this week – NT". Seeing the 'NT' at the end, recipients will understand the email doesn't have any content in the body, saving them time opening it.
EOM – End Of Message	This is similar to another acronym, 'NT'.	A manager may email the team the subject line "Complete self-evaluation for your Performance appraisal by this week – EOM" to make it clear the subject line is all the email has.
THX or Tx – Thanks	Thanking the recipient.	TX for your help.

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FTW - For The Win	It is an expression of enthusiasm and approval. It is often used to express a feeling of triumph, enthusiasm, or agreement with someone's accomplishment.	If a friend texts you about getting a promotion at their job, you might reply with "FTW!" to show your approval and congratulations.
PS - Post Scriptum	Post Scriptum is a Latin term that means 'written after'. It is added at the end of an email message. It is a brief afterthought or additional comment written after the main email message is complete.	PS - Don't forget to subscribe to our newsletter!