

I'm not a robot





























Example: Hi Ed, Thank you for your time during today's meeting. Our team is currently developing the soiree invitation and would like your feedback on which design you prefer. Please take a look at the attached samples and let me know what you think is better by 6:00 PM EST, on Friday, March 15. Best, Gracy Option 7: This [item] has... Just a single, non-corporate-speak alternative. Example: Hi Adam, Great talking to you on Friday and learning about Windsor's charity branch to raise money for ending breast cancer. The pricing info that you asked for is attached in this email. Best, Gracy Option 8: Let me know if you have any questions about the attachment. The same purpose of this phrase is to let your reader know that you're available for collaboration. Example: Hi Jack, I did a little digging and found out the material cost for your project. I'm sharing an excel with you that lists all the items we'll be using to craft the telescope. Let me know if you have any questions before our meeting tomorrow. Best, Gracy Option 9:

Please review the attached [item] here. This statement allows to get the reader's feedback on the attached document. Example: Marie, The attached certificate includes new product reels launching in April 2021. Please let me know your selections so we can proceed. Best, Gracy Option 10: Kindly check the attached [item] given here below. This helps you highlight what the attached item is and what details it contains for your reader. Example: Hi Adam, Thank you for attending our annual general meeting. Kindly check the attached presentation for more details about the company's '20 performance. Best, Gracy Here's a tip: If you're sending a package to someone by postal service and you've enclosed something, the phrase "Enclosed herewith" is appropriate. If you're sending an email attachment, you may want to call attention to the "attachment." Gone are the days of robotic emails. With these alternatives to "please find attached," you can make your emails more engaging, persuasive, professional and effective. Whether you're keeping it formal with "I've attached" or "adding a dash of friendliness with "Here's the documented you requested," your choice of words can shape the recipient's experience. So, why settle for outdated phrasing when you have 10 fresh alternatives to please find attached? Upgrade your email etiquette with the tips and tricks we've listed and ensure your attachments-your message-get the attention they deserve! Are you looking for fresh alternatives on "how to write a work from home email request to manager"? We've got you covered! The HR Digest has compiled a list of tips, tricks, do's and don'ts when it comes to requesting work from home. Subscribe to the nation's fastest-growing HR magazine to get monthly newsletters on the biggest stories in human resources. Other ways to say "please find attached" can breathe new life into your professional emails, moving beyond the overused and impersonal standard phrase. Many find "please find attached" too formal or repetitive, making their correspondence feel stale and disengaging. This guide presents 15 alternative expressions to help you communicate more effectively and personally. By using these varied phrases, you can enhance clarity, add a touch of creativity, and better connect with your recipients. Whether you're sending reports, proposals, or important documents, these alternatives ensure your emails remain fresh, engaging, and impactful. What Does "Please Find Attached" Mean? "Please find attached" is a common phrase used in professional emails to indicate that a file, document, or other item is included as an attachment. This phrase communicates that the recipient should review or refer to the attached materials as part of the email's context or purpose. This expression is formal and widely understood but might sometimes feel outdated or overused in modern communication. Is It Correct to Say "Please Find Attached"? Yes, it is correct to say "please find attached," but there are pros and cons to its usage. Pros: Clarity: It clearly signals the inclusion of an attachment. Formality: Suitable for professional and business communication. Universality: Most recipients understand the phrase without ambiguity. Cons: Outdated Tone: It can come across as overly formal or stiff in casual or modern contexts. Repetition: Frequent use may make your communication seem formulaic. Lack of Engagement: The phrase lacks warmth and personality, which may not suit all situations. Please Find Attached vs. Please Find Enclosed Both phrases indicate the inclusion of additional materials, but their usage differs slightly: Please Find Attached: Refers to files attached to an email or other digital communication. Please Find Enclosed: Refers to physical documents included in a mailed package or envelope. 15 Alternative Ways to Say "Please Find Attached" Here are 15 alternatives to "please find attached" to make your emails more engaging and varied: 1. I've attached [document name] for your review. Attached, you'll find [file name]. Here's the [document name] you requested. Please take a look at the attached [file/document]. You'll find the [file name] attached to this email. I've included [file name] as an attachment. Kindly refer to the attached [document/file]. Attached is the [file/document] you need. I've provided [document/file name] as an attachment. As discussed, here's the attached [document/file]. Find the [file/document name] attached below. Please see the attached [file/document] for your reference. In this email, you'll find the attached [file name]. Attached herewith is the [document name]. For your convenience, I've attached [file name]. 1. I've attached [document name] for your review. This phrase, "I've attached [document name] for your review," clearly communicates that a specific document is included with the email for the recipient to examine. It conveys a formal and professional tone, making it suitable for business communications where clarity and politeness are essential. Example 1: When submitting a project proposal to a client, you might write, "I've attached the project proposal for your review." Example 2: If you are sending a financial report to your manager, you could say, "I've attached the quarterly financial report for your review." 2. Attached, you'll find [file name]. The phrase "Attached, you'll find [file name]" efficiently informs the recipient about the attachment, maintaining professionalism and clarity. It is versatile and appropriate for various contexts, ensuring the recipient is aware of the included file. Example 1: When sending your resume to a potential employer, you might write, "Attached, you'll find my resume." Example 2: If you're providing a contract to a business partner, you could say, "Attached, you'll find the contract." 3. Here's the [document name] you requested. Using "Here's the [document name] you requested" is ideal for responding to a specific request. This phrase acknowledges the recipient's need and confirms that the required document is provided, ensuring the recipient understands that their request has been fulfilled. Example 1: After a colleague requests the latest sales figures, you might write, "Here's the latest sales figures you requested." Example 2: If a client asks for a product brochure, you could say, "Here's the product brochure you requested." 4. Please take a look at the attached [file/document]. The phrase "Please take a look at the attached [file/document]" politely requests the recipient to examine the attached file. It adds a sense of urgency without being demanding, making it courteous and appropriate when you expect the recipient to take action based on the document. Example 1: When sending a draft for feedback, you might write, "Please take a look at the attached draft." Example 2: If you're providing guidelines for an upcoming event, you could say, "Please take a look at the attached event guidelines." 5. You'll find the [file name] attached to this email. "You'll find the [file name] attached to this email" not only informs the recipient about the attachment but also explains its purpose, ensuring they understand why it's included. This phrase is helpful for providing context and making the attachment's relevance clear. Example 1: When sending meeting minutes to participants, you might write, "You'll find the meeting minutes attached to this email." Example 2: If you're providing a receipt for a recent transaction, you could say, "You'll find the receipt attached to this email." Related Posts: 15 Other Ways to Say "Please Disregard My Previous Email" (with Examples) 6. I've included [file name] as an attachment. The statement "I've included [file name] as an attachment" succinctly communicates that a file is attached and suggests its intended purpose. It is clear and to the point, making it effective in both formal and informal communications. Example 1: When sharing a presentation with team members, you might write, "I've included the presentation as an attachment." Example 2: If you're sending a manual to a new employee, you could say, "I've included the employee manual as an attachment." 7. Kindly refer to the attached [document/file]. "Kindly refer to the attached [document/file]" is a polite directive that guides the recipient to consult the attachment for additional details. It emphasizes that the file contains relevant supplementary information, making it suitable for providing supporting documents that enhance the email's main message. Example 1: When providing detailed specifications for a product, you might write, "Kindly refer to the attached specifications." Example 2: If you're sending policy updates to employees, you could say, "Kindly refer to the attached policy document." 8. Attached is the [file/document] you need. The phrase "Attached is the [file/document] you need" assures the recipient that the necessary document is included, fulfilling a requirement or request. It is direct and effectively communicates that the recipient's needs have been met. Example 1: After a software purchase, you might write, "Attached is the user guide you need." Example 2: When sending a visa application form to an applicant, you could say, "Attached is the visa application form you need." 9. I've provided [document/file name] as an attachment. "I've provided [document/file name] as an attachment" indicates that the file is included to serve as a reference, supporting the email's message. This phrase is appropriate for professional correspondence where the attachment is meant to enhance understanding or provide necessary information. Example 1: When sending financial statements to an investor, you might write, "I've provided the financial statements as an attachment." Example 2: If you're providing technical specifications to a client, you could say, "I've provided the technical specifications as an attachment." 10. As discussed, here's the attached [document/file]. "As discussed, here's the attached [document/file]" links the attachment to a prior discussion, reinforcing the document's relevance. This phrase ensures continuity in ongoing communications or projects and is useful for maintaining clarity and context in follow-up emails. Example 1: Following up on a meeting where action items were discussed, you might write, "As discussed, here's the attached action items document." Example 2: After agreeing on terms in a call with a supplier, you could say, "As discussed, here's the attached agreed terms document." Related Posts: 15 Other Ways to Say "Quick Learner" on a Resume (With Examples) 11. Find the [file/document name] attached below. "Find the [file/document name] attached below" directs the recipient to look for the attachment within the email. This clear directive ensures that the recipient actively looks for the attachment, reducing the chance of it being overlooked. It is instructive and helpful for guiding the recipient's attention to the included file. Example 1: When sending a newsletter to subscribers, you might write, "Find the latest newsletter attached below." Example 2: If you're providing an itinerary for a business trip, you could say, "Find the trip itinerary attached below." 12. Please see the attached [file/document] for your reference. "Please see the attached [file/document] for your reference" invites the recipient to consult the attachment for more information. This courteous invitation highlights that the file contains important supplementary material, making it ideal for providing documents that add depth to the email's primary content. Example 1: When sending a case study to a potential client, you might write, "Please see the attached case study for your reference." Example 2: If you're providing a warranty document to a customer, you could say, "Please see the attached warranty document for your reference." 13. In this email, you'll find the attached [file name]. "In this email, you'll find the attached [file name]" sets the expectation that the file is included and should be examined, ensuring the recipient is aware that the document should be reviewed as part of the email's content. Example 1: When sending a budget proposal to a manager, you might write, "In this email, you'll find the attached budget proposal for your review." Example 2: If you're providing a draft contract to a partner, you could say, "In this email, you'll find the attached draft contract for your review." 14. Attached herewith is the [document name]. "Attached herewith is the [document name]" is a formal and traditional expression appropriate for official communications and legal contexts. This phrase indicates that a document is included with the email, conveying a sense of formality and professionalism. Example 1: When sending official legal documents, you might write, "Attached herewith is the signed agreement." Example 2: If you're providing regulatory compliance paperwork, you could say, "Attached herewith is the compliance certificate." 15. For your convenience, I've attached [file name]. "For your convenience, I've attached [file name]" is a considerate phrase that emphasizes the attachment provided to assist the recipient. It adds a friendly and helpful tone, suggesting that the sender is mindful of the recipient's needs and aims to facilitate their tasks. Example 1: When sending instructions for an online form, you might write, "For your convenience, I've attached the instructions." Example 2: If you're providing a map for an event location, you could say, "For your convenience, I've attached a map of the event location." How to Write an Email with an Attachmentrafting an effective email with an attachment requires attention to detail to ensure professionalism, clarity, and that your message is well-received. Follow these comprehensive guidelines to enhance your email communication when including attachments. 1. Subject Line The subject line is the first thing the recipient sees, and it should succinctly convey the email's intent and reference the attachment. Guidelines: Be Clear and Specific: Clearly state the purpose of the email and mention the attachment. Keep It Concise: Aim for a subject line that is brief yet informative. Use Keywords: Incorporate relevant keywords that reflect the content of the attachment. Examples: "Project Proposal Attached for Your Review" "Monthly Sales Report - April 2024" "Updated Contract Agreement Attached" Tips: Avoid vague subjects like "Document" or "File Attached." If following up on a previous conversation, reference it, e.g., "Follow-Up: Marketing Strategy Document Attached." 2. Opening Greeting Establish a professional and respectful tone from the outset. Guidelines: Use Appropriate Salutations: Choose a greeting that matches your relationship with the recipient. Include the Recipient's Name: Personalizing the greeting adds a touch of professionalism. Examples: "Dear Dr. Smith," "Hello Maria," "Hi Team." Tips: For formal communications, use "Dear [Title] [Last Name]." In less formal settings, "Hi [First Name]," is acceptable. Avoid overly casual greetings like "Hey" unless appropriate for the relationship. 3. Purpose of the Email Clearly explain why you are sending the email and what the recipient should do with the attachment. Guidelines: State the Reason: Begin with a brief statement about the email's purpose. Reference the Attachment: Mention the attached file and its relevance. Examples: "I am writing to share the project proposal we discussed during our last meeting." "As per our conversation, please find the updated contract agreement attached for your review." Tips: Be direct and to the point to respect the recipient's time. Provide context if the attachment is part of an ongoing discussion or project. 4. Mention the Attachment Explicitly refer to the attached file using clear and professional language. Guidelines: Use Alternative Phrases: Instead of repeating "please find attached," vary your language for engagement. Specify the Attachment: Clearly state what the attachment is and how it relates to the email. Example: "Attached is the [file/document] you need." "I've included [file name] as an attachment." "I've provided [document/file name] as an attachment." "I've provided [document/file name] as an attachment" indicates that the file is included to serve as a reference. Check for Multiple Attachments: If multiple files are needed, ensure all are included and appropriately referenced in the email. Compress Large Files: If attachments are too large, consider compressing them or using a file-sharing service, and mention this in your email. Tips: Some email clients allow you to set a list of attachments before sending. Utilize this feature. If you forget to attach a file, promptly send a follow-up email apologizing and including the missing attachment. Comprehensive Example Here is an example that incorporates all the elements discussed: Subject: Quarterly Marketing Report Attached for Your Review Dear Mr. Johnson, I hope this message finds you well. As discussed in our recent meeting, I am sending you the Quarterly Marketing Report for Q1 2024. You will find the detailed analysis and performance metrics attached to this email. Please review the report at your earliest convenience and let me know if you have any questions or require further information. Your feedback will be invaluable for our upcoming strategy session. Thank you for your time and consideration. Best regards, Jane SmithMarketing ManagerXYZ CorporationJane.smith@xyzcorp.com (123) 456-7890 Final Thoughts While "please find attached" remains a staple of professional communication, exploring other ways to say "please find attached" can make your emails more engaging and tailored to the recipient. Whether you're crafting a formal email or a more casual note, varying your language ensures a fresh and personable tone. By following best practices for email communication and choosing the right phrasing, you can enhance the clarity and effectiveness of your messages. Thomas Schneider is a language enthusiast and expert in synonyms, dedicated to exploring the beauty of words and their nuanced meanings. With a passion for linguistics and clear communication, Thomas helps readers enrich their vocabulary and understand the subtle art of word choice. Whether you're a writer, student, or language lover, his insights offer practical tools to elevate your language skills. Adding documents to emails is a common practice in both personal and professional settings. Whether it's a resume, a report, or a photo, attachments are often a crucial part of the message being sent. Being clear and careful when adding documents to emails is essential to avoid misunderstandings. "Please find attached" is a simple yet effective phrase that signals to the recipient that an important document is included with the email. However, there are more professional and effective alternatives you can say when you need to add an attachment to an email. Knowing how to properly say "please find attached" can make the process smoother, help you appear more professional, and ensure that your attachments don't go unnoticed. In this article, we'll cover the meaning of "please find attached," when you should say it, different ways to say it, and provide 15 templates you can use to get started today. "Please Find Attached" Meaning "Please find attached" is a phrase commonly used in emails to let the recipient know that an attachment is included with the email. It's a polite way of drawing attention to the additional files you've sent. The phrase is often placed before or after the main body of the email, usually near the end, to make sure the recipient doesn't overlook the attachment. "Please find attached" is a common phrase used in emails to alert the recipient that an important document is included, ensuring it doesn't go overlooked. The phrase is formal and widely accepted in professional settings. It's like the digital equivalent of handing someone a document in a meeting while saying, "Here you go." It's straightforward and gets the job done, but there are other ways to say it, which we'll explore later. The phrase is not just about politeness; it's also about clarity. When you say "please find attached," you're making it clear that there's something extra that the recipient should look at. This helps avoid any confusion and ensures that the attachment doesn't go unnoticed. When to Say "Please Find Attached" Understanding the different scenarios where "please find attached" is appropriate is crucial for effective email communication. Knowing when to use this phrase helps you set the right tone and ensures that your attachments are given the attention they deserve. Here are a few common times when you should say "please find attached": Sending Work Documents If you're emailing work-related documents like reports, proposals, or invoices, it's a good idea to use "please find attached." This makes it clear that you've included something important that needs the recipient's attention. Job Applications When applying for a job, you'll often need to send your resume and cover letter via email. Using "please find attached" ensures that the hiring manager knows to look for these crucial documents. Sharing Resources If you're sending resources like articles, guides, or how-to manuals, "please find attached" can be a helpful phrase. 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When the Email Is the Message If the main point of your email is contained within the email body itself and doesn't require additional documents for context or clarification, then there's no need to use "please find attached." In such cases, the phrase would be irrelevant and could confuse the recipient. Multiple Attachments with Different Purposes If you're sending multiple attachments that serve different purposes, it might be better to specify what each attachment is rather than using a generic "please find attached." This provides clarity and ensures that each attachment gets the attention it deserves. Want to write emails with AI? Use AI Blaze to write emails with AI right where you work. Want to write emails with AI? Use AI Blaze to write emails with AI right where you work. Different Ways to Say "Please Find Attached" While "please find attached" is a classic and widely accepted phrase, it's not the only way to indicate you've attached something to an email. 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