*Your Top – Bottom Email Checklist*

By Sneha J

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|  | Select “from name” and “reply to” |
|  | **Subject Line 41-50 Characters** |
|  | **Address by Name** |
|  | **Write Your Main Content** |
|  | **Include Your Signature** |
|  | **Add Your Footer** |
|  | **A Mobile-Friendly Test** |
|  | **Run Through a Spam Checker** |
|  | **Test Your Email** |