Business Email Short Forms

• AKA : Also Known As
• ASAP : As Soon As Possible
• BRB : Be right back
• BTW : By the way
• DIY : Do It Yourself
• DND : Do not Disturb
• EOD : End of the Day
• EOM : End of Mail/Message
• ETA : Edited to add
• ETA : Estimated Time of Arrival
• ETC : Estimated Time to Complete
• ETD : Estimate Time of Departure
• FAQ : Frequently Asked Questions
• FYA : For Your Action
• FYI : For Your Information
• FYK : For Your Knowledge
• FYR : For Your Reference
• IMO : In My Opinion
• MOM : Minutes of Meeting
• MoU : Memorandum Of Understanding
• PFA : Please Find Attached
• PFB : Please Find Below
- PLMK: Please Let Me Know
- POC: Point Of Contact
- WEF: With effect from
- WRT: With Respect To