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What's the right way to mention an attachment? Let's find out. Please find an attachment or please find the attachment? Many people want to know the right way to mention email attachments. So, let's find out the right way to mention email attachments. Here are different ways people write to mention email attachments. Example #1: Please, find an attachment to the report you requested yesterday. Example #2: Please refer to the report that came with a budget estimate. Example #3: Please locate the attached report. In the examples above, there are two key elements: the location of an adjective is attached to the use of the article typically, an adjective is used before the noun to indicate its properties. For example, when you say he's a talented writer, talented indicates the attribute of the noun (super). However, in some cases, they use adjective after noun, for example I want someone special. When you use an adjective after nouns, they are known as adjectives after a position. In modern business communication, the use of post-positivity degrees is rare. In fact, they are used to stimulate a certain emotion. For example, some places have not been explored. Therefore, some grammar purifiers will not approve the following usage: Please locate the attached report. (Attached is a postpositive adjective here) The second important point is the use of the article in the examples above. As you already know, the article is typically used to indicate an object. Look at the two examples below: I saw a cool bike yesterday. I saw the cool bike again earlier today. (Using a specific object indicates) Based on this grammar rule, #1 seems fine since the e-mail sender mentions the report that the receiver requested. In other words, the find usage attached to the report... Sounds acceptable in such a context. So, if you want to use find the attached report, be sure to add something that makes sense, for example you asked yesterday. Find the attachment versus see the attachment some people believe it should be seen attached... Instead of finding the attachment... As use find may be search in email communications. The idea is actually controversial since the word find has some meanings. However, if you want to be safer, you can contact the following #2: Please, see the report that came with Budget Estimates. In this example, you use the appropriate article and the attached name is used as a privileged adjective. In other words, this is the most common format of mentioning e-mail attachments. Variations of example #2: Please locate the attachment for better understanding. Please find the attachment at your request. Please, find the attachment you requested. Please find the relevant attachment to the case. Some other examples: Please find Attachment to your review Please find the attachment at your request Please find the attachment you requested Please find an attachment the file you requested Please find the attachment for your reference Please find the attachment for the attachment for your confirmation Please find the Attachment and let me know please find the attachment for my resume Please refer to the attachment for my resume (unofficial) Please refer to the attachment for details (unofficial) Please refer to the attachment for the invoice (unofficial) Please Please refer to the attachment for your test please refer to the attachment for your type Please find the attached quote for the attached invoice for your payment Please find the attachment in this email Please find the attachment here with please find the attachment to your review Please find the attachment for your records Please find the attachments for your signature please find an attachment vs Please find closed many people wondering if using the word attachment instead of attached will specify more formatting. But there's nothing like it. Close is used for physical mail messages while an attachment is suitable for e-mail messages. Alternatives to The Find Attached Attachment the attached diagram shows ... The attached spreadsheet contains ... When you review the attached proposal, you will notice. ... As promised, attached ... Please let me know if the draft is attached.... Here... Closed are... Connected is ... We have closed.... I'm connected.... The attached offer includes ... The attached document shows Please see attached... Please review the attached diagram ... The attached spreadsheet covers ... Please use the attached envelope to.... Therefore, keep the following rules in mind for email attachments: Please, find the attachment, which is more common in modern business communications. However, this is not the only acceptable pattern. Always add context to the template above. For example, say please, find the attachment you requested yesterday. When you do not want to specify any file, avoid using the. Can you just write, please, find an attachment. Or its abbreviated form: PFA. Attachment is the right word for electronic communication. The close is used for physical mail messages that are used in envelopes. Don't get confused. The search has more than one meaning. That doesn't mean you're asking the recipient to look for something that's been lost. The rules of the English language are so complex that we often find many common errors in rare places. The problem often consists for non-Native English speakers who typically learn the language by laying out many things to be true. Therefore, we see many Improper use of their daily interactions. Hopefully, you'll find this guide useful. Close. This question is off topic. He's not getting any answers right now. You want to improve that question? Update the question so that it is in the topic for English Language & Exchange Stack Usage. Closed seven years ago. What is the correct use of a comma in the following sentence? According to our previous call, attached, please find the document. 1. Please find photos and attachments at your request. 2. I was expecting your call yesterday, according to your mail. Do I need a comma before by example 1 and 2? No, not in your sentences. However, if according to your... Comes at the beginning of the trial, and then yes, you need a comma. If at your request, please find photos and attachments. According to your mail, I was expecting your call yesterday. You must sign in or register to reply here. At your request is typically used in written (business) correspondence to give an official response to a previous investigation formulated and required by the sender of the message. The communication channel can be electronic (e-mail) or (handwritten letters). What is the short form of At Your Request? The initials for 'At Your Request' are APYR. However, this acronym is not very popular and, in case of doubt, it may be better to simply use 'at your request' to avoid confusion. Under these circumstances, is it even appropriate to use your request? At your request is a very formal way of saying 'as you wanted' or 'as you wanted'. At your request, therefore, it is often used in written correspondence, especially in business correspondence. It is used in both e-mail messages and letters. At your request or at your request? Both 'at your request' and 'at your request' are grammatically correct and have extensive use of written English. At your request might seem pretty old-fashioned to some. Using something like 'as you requested' is a more modern way of saying 'at your request' and may sound less 'cumbersome'. For more synonyms, see the next paragraph, please. An alternative to at your request If your mind doesn't particularly like the phrase 'at your request', you might want to equip yourself with similar expressions that achieve the same meaning. If so, there you go: at your request, as (you) requested, at your request, at your request, related questions how do you say 'at your request' in German? In German, 'at your request' will be Gemäß Ihrer Anfrage, or something Gemäß Ihrem Wunsch. Sample sentence: Jamsa Ehrer Anfrage Warden wir den Vertrag fristgerecht kündigen. Translation: At your request, we The contract in due time. How do you say at your request in Spanish? In Spanish, there are several ways to say 'at your request'. One way to translate it into Spanish would be como po solicitation. Another official way of saying the same thing is to fry him requid. Sample sentence: Según lo requerido, cancelamos su suscripción. Translation: As requested, we will cancel your subscription. How do you say at your request in French? In French, you can use the phrase Selon votre demande or Suibent votre requirement. Example statement: Selon votre requirement, nous vous ferons parvenir les documents requirements. Translation: For you, we will send you the required documents. Is it right to say by your question? A native speaker wouldn't say that. You'll certainly be understandable, though. However, you certainly should not use this in official writing. Hey, my friend Linghoholia! It's me, Marcel. I'm the proud owner of linguaholic.com. Languages have always been my passion and I have studied linguistics, computational linguistics and xenology at the University of Zurich. It's my pleasure to share with all of you what I know about languages and linguistics in general. General.