

How to start and end letter and emails.

Opening and closing letters and emails

Opening phrases - Informal	Opening phrases - Formal
Dear Jack Hi Alexandra Hello Mum Darling Anna	Dear Sir/Madam I am writing to apply for the post of Dear Mr Smith/Mrs Smith/Ms/Miss Jones I am writing to enquire if there are any dates left for renting your caravan this summer.
Closing phrases- Informal	Closing phrases - Formal
(With) Best wishes Take care, Liz Miss you, Jo Much love, Mary	I look forward to hearing from you Yours faithfully NB: If the name of the person you are writing to is not known , you always finish with 'Yours faithfully' Yours sincerely NB: If the name of the person you are writing to is known , you always finish with 'Yours sincerely'

Reasons for writing your letter or email

Emails can be less formal, but it is best to always good practise write emails as you would a letter.

Formal	Informal
<p>Start with Mr Smith/Ms Powell</p> <p>In reply to your letter....</p> <p>Thank you for your letter of May 14th <u>concerning</u></p> <p>Thanks for your email....</p> <p><u>Following our phone conversation</u>....</p> <p>Thank you for your letter.</p>	<p>Dear John / Sarah</p> <p>It was kind of you to write to me.</p> <p>I got your lovely letter.</p> <p>I am writing to tell you that...</p>

Phrases for finishing your letter or email

Formal endings	Informal endings
<p>Please contact me again if you need any more information.</p> <p>If I can be of any further assistance, please do contact me again.</p> <p>Let me know if you need anything else.</p> <p>I look <u>forward to hearing</u> from you.</p> <p>I hope to hear from you soon.</p> <p>Yours faithfully, Eleni.</p> <p>Yours sincerely, Liz.</p>	<p>See you in Manchester.</p> <p>Take care.</p> <p>Give my love to the rest of the family.</p> <p>Must go now.</p> <p>Love from Sarah</p> <p>Much love from Paul.</p> <p>See you on Sunday, Yours, Sarah</p> <p>Looking <u>forward to seeing</u> you soon,</p>

Below is an example of what a formal letter should look like:

