

Correspondence: Writing Letters

1. Layout

Have a good look at the sample letters provided in this package to see how to write a letter properly.

2. Standard opening and closing lines

a) formal

Writing to a firm or institution or a person who is not known to you

Opening line	Closing line
Dear Sir Dear Madam Dear Sir or Madam	Yours faithfully

Writing to a person who is known to you

Opening line	Closing line
Dear Professor Brown Dear Dr Jones Dear Ms Newman Dear Mrs Smith Dear Miss Clark Dear Mr Williams Dear Mr and Mrs Watt (A.E.: Dr., Ms., Mrs. Mr.)	Yours sincerely (B.E.) Sincerely (A.E.)

b) semi-formal

Opening line	Closing line
Dear Professor Brown etc. (as above)	Kind regards With kindest regards

c) informal

Opening line	Closing line
Dear Alison Hi Dave	Best wishes All the best See you Bye (for now) Cheers (B.E.) Love (very familiar)

3. Useful expressions

Formal	Informal
I am writing to you concerning / regarding / with regard to...	Just a quick note / a few lines to let you know that...
I am writing on behalf of ... e.g. my fellow students / my classmates	I'm writing for everyone in my class.
Thank you for your letter of 5th May.	Thanks for your letter. It was great / lovely to hear from you.
I regret to have to inform you that...	I'm sorry to say that...
I am delighted to inform you that... It gives me great pleasure to inform you that..	I'm really pleased to say that... (I've got some) great news! Wait till you hear this!
I would like to / I wish to... (NOT "want") e.g. take this opportunity to... e.g. ask you whether... / thank you for...	I was wondering whether... I really must say a big thank you...
I should / would be extremely grateful if you could provide me with some details / information. Would you be so kind as to... Could I (please) ask you to...	I'd be really grateful if you could give me some details / info. Could you please send me some info on... It would be great / brilliant if you could let me have some info.
Due to unforeseen circumstances I'm afraid / I regret I shall have to postpone our meeting. I very much regret that I shall not be able to attend the function... Unfortunately Monday 5th is no longer suitable for me.	I'm afraid I'll have to put off our meeting / date/ get-together as something has cropped up... I'm really sorry but I can't come / make it to the function. I'm sorry I can't make (it on) Monday 5th.
Perhaps we can arrange another appointment. May I suggest that we meet on Tuesday 6th?	Maybe we can fix another time / date. How about meeting on Tuesday 6th?
Please inform me of your decision as soon as possible.	Let me know what you think a.s.a.p. / as soon as you can.
Please accept my apologies for the inconvenience / damage / trouble I caused. I would like to (take this opportunity to) apologize for causing so much trouble.	I'm so sorry I put you out / caused all that trouble / inconvenience. I'm really sorry about the damage / trouble I caused.
Give my regards to your colleagues.	Say hi to everyone at work.
I look forward to hearing from you / meeting you soon.	Looking forward to hearing from you / seeing you soon. Write back soon. See you soon.
I look forward to hearing from you at your earliest convenience. I look forward to receiving a cheque for \$50.	Get back to me as soon as you can. Get the \$50 to me as soon as you can.