

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.

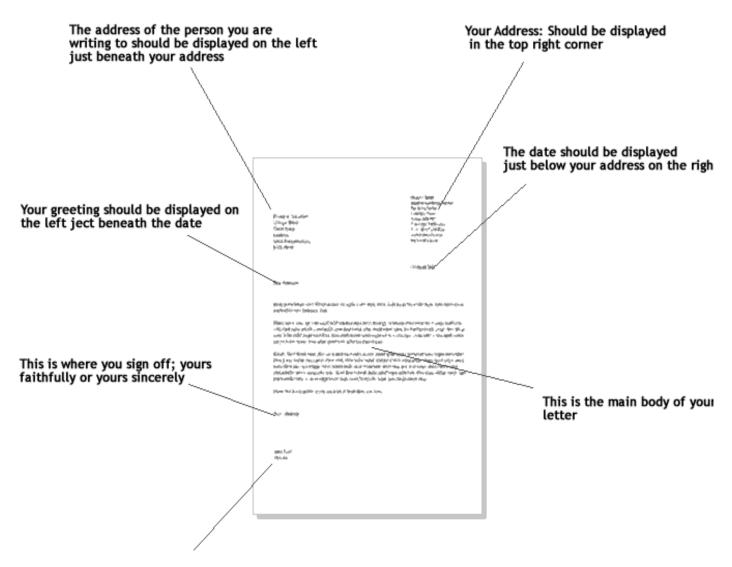
Formal	Informal
Start with Mr Smith/Ms Powell	Dear John / Sarah
In reply to your letter	It was kind of you to write to me.
Thank you for your letter of May 14th	I got your lovely letter.
concerning	I am writing to tell you that
Thanks for your email	
Following our phone conversation	
Thank you for your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

Phrases for finishing your letter or email

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



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



This is where you sign and print your name