

Writing letters

To start a letter:

- Dear Sir/Madam, Dear Sir or Madam, Dear Mrs. ..., Mr. ..., Miss ..., ...

To end a letter:

- Yours faithfully, Truly yours, Yours truly, Yours sincerely, Sincerely yours
- Best wishes, Regards
- Informal: Best wishes, Yours, Love, All the best, Kindest/Best regards, Regards

Other useful phrases:

- We are pleased to inform you...
- This is to confirm...
- We have received...
- Following our telephone conversation...
- Please find enclosed...
- We regret to have to inform you that...
- Please contact...
- Please let us know as soon as possible
- Thanking you in advance
- We look forward to hearing from you soon

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