

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, Best regards
- Informal: Best wishes, Yours, Love, All the best, Kindest/Best regards,
Regards

Other useful phrases:

- We are pleased to inform you that...
- This is to confirm...
- We have received...
- Following our conversation on the phone...
- 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.

ZEP

Zugang zu höherer Bildung & Entwicklung von Perspektiven

BIL LINZ
Bildungsentwicklung

d **s** **kol** **ktiv**
II

I **S** **O** **P**
INDUKTIVES SOZIALPROJEKT

KUNST
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Gefördert aus Mitteln des Europäischen Sozialfonds und des Bundesministeriums für Bildung, Wissenschaft und Forschung



B Bundesministerium
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