

Style: indicate if it is formal or informal.



Initial greetings

It was great to hear from you. ☐
I am writing with reference to your letter. ☐
Thanks for writing to me. ☐

Congratulations

Well done! ☐
I would like to offer congratulations on ☐
Let me congratulate you on ☐

Opinion

In my opinion ☐
To my mind ☐
I hold the view that ☐
Personally, I have no doubt that ☐
My own thoughts are ☐

Advice/Suggestion

Why not try ☐
What about trying ☐
It is recommended that you ☐
You could ☐
I urge you to ☐
I suggest that ☐
If I were you ☐

Linkers

Moreover ☐
Also ☐
Then again ☐
Furthermore ☐
Better still ☐
As well as that ☐
What's more ☐
Additionally ☐

Endings

Do drop me a line if you have time. ☐
I look forward to hearing from you without delay. ☐
Hope to hear from you soon. ☐
Keep in touch. ☐
I hope to hear from you at your earliest convenience. ☐

Opening and closing an email or letter

Hi Brad	Cheers.	<input type="checkbox"/>
Dear Jayne	Love.	<input type="checkbox"/>
Dear Sir	Yours faithfully.	<input type="checkbox"/>
Dear Ms Jones	Yours sincerely.	<input type="checkbox"/>

