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.
Dear Jayne	Love.
Dear Sir	Yours faithfully.
Dear Ms Jones	Yours sincerely.