



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

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

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

Hi Brad

Dear Jayne

Dear Sir

Dear Ms Jones

Cheers.

Love.

Yours faithfully.

Yours sincerely.

