

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

Dear Jayne

Dear Sir

Dear Ms Jones

Cheers. ☐

Love. ☐

Yours faithfully. ☐

Yours sincerely. ☐

