

NAME: _____

GROUP: _____

WRITING AN EMAIL	
FORMAL LANGUAGE	INFORMAL LANGUAGE
Hi	Dear Sir or Madam,
How are you? / Hope you're doing well.	I am writing to tell you about...
'm writing to tell you about...	I would like to ask if...
Guess what! / You won't believe it, but...	Could you please give me more information about...
Do you want to...?	I look forward to hearing from you.
Thanks a lot for your message.	Thank you in advance for your help.
Write back soon!	I am writing in response to your advertisement.
Can't wait to see you!	I would be grateful if you could...
Best wishes, / Take care,	Please do not hesitate to contact me if...
See you soon!	Yours faithfully, / Yours sincerely,