

Correspondence with a Foreign Partner

Here are some useful hints for writing a formal letter.

Letter layout:

The sender's address on the right

The date

The recipient's address on the left.

Opening

Dear: Sir, Madam, Mr Murphy, Mrs Hobbs, Miss Young, Ms White, George, Dr Green.....

When you don't know the receiver's name, use *Sir* or *Madam*.

For a man, use the receiver's family name with *Mr*.

For a married woman, use the receiver's family name with *Mrs* or *Ms*.

For an unmarried woman, use the receiver's family name with *Miss* or *Ms*.

For a close business contact or friend, use the receiver's first name.

For a doctor, use *Dr* and the family name.

Ms can replace *Mrs* and *Miss*. It doesn't indicate whether a woman is married.

Making reference

Thank you for your telephone call today....

With reference to your letter of 8 January,...

Further to your letter of 30 August,...

Apologizing

I apologize for the delay..... not replying sooner

I am sorry that I am not able to help you

Explaining the reason for writing.

I am writing to enquire about... ask you... . inform you that... confirm...

Agreeing to requests

I would be delighted to.... pleased to...

Giving bad news

I am afraid that... Unfortunately,...

Requesting

I would be grateful if you could... We would appreciate it if you could ...Could you possibly...?

Enclosing documents

I have pleasure in enclosing... I am enclosing... I enclose...enclosed you will find....please find enclosed...

Referring to future contact

I look forward to meeting you next month..... receiving your reply.... hearing from you soon

Finishing

Please let me know if you have any questions.

Please contact us again if we can help in any way.you would like further information...

Closing (See Opening)

Yours Ifaithfully

Sincerely

Best wishes

(Best) regards

When you open the letter with *Dear Sir* or *Dear Madam*, use *Yours faithfully*. When you open the letter with the receiver's family name, use *Yours sincerely*. For a close business contact or friend, use *Best wishes*, or *regards*.

Task:

Find a formal letter and identify its parts.

Write a formal letter to your partner on a chosen topic.

Emails:

You do not need to begin with a formal greeting. *Dear David, David,* or just *Hi* are acceptable.

Emails are usually written at speed, so people very often do not write in complete or grammatically correct sentences.

Abbreviations are also often used to save some time

Pls= please

B4 = before

asap= as soon as possible

FYI = for your information

CU =see you

CUL8R = see you later

@ = at

4U = for you

no = number

FAO = for the attention of

Enc = enclosed

Ref = reference

End your email with something short like Best /for Best wishes/, Regards, Cheers or Yours if you are writing to someone you don't know well.

People usually sign emails with their first name.