

USEFUL PHRASES [INFORMAL LETTER]

GREETING

- Dear / Hello / Hi ... (,)

INTRODUCTION

- It's great to hear from you. / Many thanks for your e-mail / letter.
- Sorry it's taken me so long to write back. / I haven't written for ages but ...
- I've been really busy recently. / You've to know that I've been working really hard.
- How are you? / How are things (with you)? / How's it going? / How's life?
- I hope you're fine. / I hope you and your family are well. / I do hope this e-mail / letter will find you in good health and spirits.
- Just thought I'd drop you a line.

REFERRING TO GOOD / BAD NEWS

- Glad / sorry to hear / read about ...
- I'm really glad / very happy to hear / read about ...
- I'm extremely sorry / very sad to hear / read about ...

MOVING THE TOPIC ON

- By the way, have you heard about ... / Did you hear about ... / Tell me about ...
- Oh, another thing I wanted to mention ... / So you want my advice about ...
- Anyway, the reason I'm writing ... / Anyway, I was wondering ...
- I thought I'd write to tell / ask you ...

ENDING

- Well, time to go / to close! / Got to go now! / I've got to leave off now! / That's all for now.
- Looking forward to hearing from you. / Hope to hear from you soon. / Write back soon!
- Make sure you write soon! / Keep in touch! / Drop me a line if you have time!
- Take care of yourself! / Look after yourself!
- Let me know if you need anything. / Just give me a call if you have any questions left.

SIGN-OFF

- Yours(,) / Your friend(,) /
- Best wishes(,) / All the best(,)
- Hugs(,) / Hugs and kisses(,)
- Love(,) / Lots of love(,) / All my love(,)
- Take care(,) / Bye for now(,)