

How
to
write
letters
or
emails

HOW TO WRITE A LETTER

Sentences structures

Opening a letter:

- Dear..., Hi...,
- How are you? I'm fine
I hope you are well

How to thank a friend:

- Many thanks for...
- Thank you so much for...
- I want to thank you very much for...
- I'm very grateful to you for...
- Just a line to thank you for...

How to apologize to a friend:

- I'm sorry I haven't written before...
- I'm sorry for the delay in writing...
- I'm sorry I didn't reply sooner because...
- I'm sorry, but...

How to invite a friend:

- I'd be very happy/glad/pleased if you...
- I'd like to invite you to...
- Would you like to come to...?
- Why don't you come and stay with me?

How to refuse an invitation:

- I'm sorry I can't accept your invitation.
- Sorry, I'm afraid I can't come to...
- Sorry I can't come because...
- I'm so sorry I can't come.

How to accept an invitation:

- Many thanks/Thank you very much for your kind invitation to...
- I'm very happy/glad/pleased to accept your invitation to...
- I'll be happy to come.

How to close a letter:

- Please, write soon.
- Please, answer my letter as soon as possible.
- I hope to hear from you soon.
- I'm looking forward to hearing from you soon.
- That's all for now.
- Let me know about yourself.
- I'm waiting for your news.

Ending of the letter:

- Love from,
- Yours,
- Lots of love,
- With love,
- All the best,
- Yours faithfully,
- Best wishes,

If you want to send wishes to other people you can use a PS (POSTSCRIPT) and write:

- Love to your family
- Give my best regards to...(your sister, your family...)

You can also use a postscript for a further message at the end of the letter. For example:

- PS I enclose a postcard with a view of Brighton and a map of southern England, so you can see the most interesting places to visit
- PS I've put on some special stamps for your collection.