

# Letter Writing: Useful Phrases

## Phrases for Personal and Social Correspondence

### Greetings

The standard opening for personal correspondence is (Dear) but various other forms

Hi/Hello  
Hi, sweetie!  
Hi, honey!

### Useful phrases

Thank you for your letter (writing, offering) I was delighted/rejoiced that  
something  
I am very grateful to you for (doing me) I was delighted/rejoiced that  
something (writing, writing)  
It was kind of you to (write, make, send) I am busy to refer to you that  
they thank for (writing, writing, writing) I was so busy to refer that  
it is better to tell you that

### Close your letter as you would in all formal situations

Best wishes  
With love  
With affection

### Use more affectionate variations for close friends and family

All my love  
All the love  
Love  
Lots of love  
Much love  
With love  
Love from us both  
Love you both  
Love you more than  
I look forward to seeing you soon  
With your warmest wishes  
With love to you all  
With your warmest regards to...