

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 love

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
Cheer up, honey!
I look forward to seeing you soon!
With love and affection
With love to you all
We give our kindest regards to...