

Informal letter

Greetings — Приветствие

Hi

Hello David

Dear David

Hi более неформально, чем hello и dear.

2. Первый абзац — Opening paragraph

Наша реакция на полученную новость. Можно спросить как адресат себя чувствует.

— I am looking forward to going to the beach.

— Thanks a lot for writing back, I'm also very excited about visiting you!

— Nice to hear from you.

Допускается включать в первый абзац ответ на первый вопрос из письма.

Эмоции

Положительные

That's really cool that your parents are letting you choose which video game you want to buy as a birthday gift.

It's nice / great / good to read your email.

It's nice / great / good to hear from you.

I'm glad to hear your news.

It's great to hear that...

It was good to receive your email.

I think your new club is an excellent idea.

I can't wait to go to the beach with you this Sunday.

I can't wait to go to the theater with you this Friday.

I can't wait to go to the cinema this Saturday.

I'm excited about... (your news)

Сочувствие

I'm sorry to hear that...

I'm really sorry to read your news.

Благодарность

Thank you for inviting me to help with the new English-language newspaper.

Thank you for getting me a ticket for the science festival. I am really excited about going to it!

Thanks a lot for writing! It's great to hear from you.

Thank you very much for your email.

Nice to hear from you. I'd love to meet you so I can tell you...

Спросить, как чувствует себя адресат

Hope you are doing well.

How's it going?

How are you (doing)?

How are things (going)?

3. Основной абзац 1 — Main paragraph 1

Linking words

And

But

Because

Because of that

However

Moreover

As for/regarding

in case

Than

After that

This morning

Last summer

4. Основной абзац 2 — Main paragraph 2

Отвечаем на оставшиеся пункты.

5. Заключительный абзац — Closing paragraph

В данном параграфе мы начинаем прощаться, желаем удачи и просим ответить на наше письмо.

Well, I have to go now, but please let me know what you think.

Well, it's time to say goodbye.

I really hope to hear from you soon.

I hope you write back soon.

Make sure you write back soon.

6. Прощальное выражение

Мы используем короткие выражения, чтобы попрощаться.

See you on Friday,

See you soon,

Bye for now,

Take care,

Best wishes,

Best,

Sincerely,

All my love,

Love,

Lots of love,

Hope to see you next week?

7. Подпись

Roman