|  |  |
| --- | --- |
| *Hola Gareth* | **Hi Gareth** |
| *Estimado Sr Jones* | **Dear Mr Jones** |
| *Estimado Sra Smith* | **Dear Mrs Smith** |
|  | **Dear Miss Smith** |
|  | **Dear Ms Smith** |
| *En cuanto a ….* | **With regard to ….  /  Regarding ….** |
| Gracias de antemano por | **Thank you in advance for** |
| *Gracias por adelantado* | **Thank you in advance** |
| *Te/Le adjunto* | **Please find attached** |
| *Lamento informarte/le que ….* | **I regret to inform you that ….** |
| *Me gustaría informarte/le de ….* | **I would like to inform you of / about ….** |
| *Me temo que …. (Lamentablemente, Desafortunadamente)* | **I am afraid that ….** |
| *Te/Se lo agradecería si pudiera(s) ….* | **I would appreciate it if you could ….** |
| *Te/Le agradecería una respuesta rápida* | **I would appreciate a quick reply** |
| *Sin embargo* | **However** |
| *No obstante* | **Nevertheless** |
| *Por un lado,* | **On one hand,** |
| *Por otro lado,* | **On the other hand,** |
| *Además (formal)* | Furthermore |
| *onme en copia en ….* | Please copy me in on …. |
| *No dude(s) en contactar con nosotros si tiene(s) alguna pregunta más.* | Please don’t hesitate to contact us if you have any further questions. |
| *Disculpen las molestias* | I apologise for the inconvenience |
|  | I apologise for any inconvenience that may have been caused |
| *Espero tus/sus noticias.* | I look forward to hearing from you. |