

FORMAL AND INFORMAL EMAILS

	FORMAL	INFORMAL
Saludo	-Dear Mr/Ms Green, -Dear Sir/Madam, -To whom it may concern,	-Hey, -Hi,
Motivo por el que se escribe	-I am writing with reference to / in response to....	-You were asking about...
Dar las gracias	-I am grateful for... -I would be grateful if... / I would appreciate it if	-Thank you for... -Could you please...?
Decir que esperas una respuesta	-I look forward to (your prompt reply).	-I am looking forward to hearing from you.
Despedida	-Yours sincerely / Sincerely yours, / Yours faithfully,	-Best wishes / All the best