

General Letter Structure and Language

Greeting



Body



Closing



Name



Contact Info/Quote (Optional)



FORMAL

Dear Mr./Ms. <Last Name>:
Dear <Full Name>:
Dear Sir/Madam:
To Whom It May Concern:

* Colons are very formal, but
commas are formal as well.

Contractions are not used.

- I would like to ask...
- I am
- We will

Punctuation is reserved.
Emoticons are not used.

- Thanks so much.

Style is to the point and clear.

INFORMAL

Dear <nickname>,
Hello <name>,
Hi,

Contractions are okay.

- I'd like to ask...
- I'm
- We'll

Punctuation is flexible.
Emoticons may be used.

- Wow! Thanks :)

Style is more open to
meandering/digressions.

Sincerely,
Regards, / Kind Regards,
I look forward to hearing from
you.
<Full Name>

Later,
Thanks,
Hope to hear from you soon.
<First Name>
<Nickname>

Gregory Thompson
Assistant Professor
SeoulTech
Language Center, rm 312
010-0000-0000

The roots of education are bitter,
but the fruit is sweet. - Aristotle

Ari says "hi"~! (ㄹㅇ ㅎㅇ ㅎㅇ)/

There are two means of refuge
from the miseries of life: music
and cats. – Albert Schweitzer

Instagram:
catsRc001@SeoulTech

Reason for Writing/Replying

Formal
<p>I am writing to</p> <ul style="list-style-type: none"> - make a reservation - ask for further information about... <p>I am writing with regard to</p> <ul style="list-style-type: none"> - the appointment we made. - your question about X. <p>I wondered if you would like to</p> <ul style="list-style-type: none"> - schedule a meeting on the 25th. <p>Thank you for your e-mail on Sept 9th regarding...</p>
Informal
<p>Just a quick note to</p> <ul style="list-style-type: none"> - invite you to X. - tell you that X. <p>Do you want to</p> <ul style="list-style-type: none"> - go out on Friday? - watch a movie this weekend?

Make a Request/ Ask for Info

Formal
<p>Could you please let me know if</p> <ul style="list-style-type: none"> - we have homework this week? - our project is due in two weeks? <p>I would appreciate it if you could please</p> <ul style="list-style-type: none"> - let me know about the schedule. - give me directions to the meeting. <p>Please let me know how</p> <ul style="list-style-type: none"> - to do the homework. - to contact our client.
Informal
<p>I was wondering if I could</p> <ul style="list-style-type: none"> - come by your office next week. <p>Would you mind if</p> <ul style="list-style-type: none"> - I was a bit late to dinner? <p>Can you get back with me ASAP (as soon as possible)?</p>

Offering Information

Formal
<p>I am happy to let you know that</p> <ul style="list-style-type: none"> - I got hired by X. - I used the English we studied in class! <p>I regret to inform you that</p> <ul style="list-style-type: none"> - I won't make it to class this week. - I forgot to turn in my homework. <p>Please let me know if I can be of further assistance.</p> <p>Should you need anything further, do not hesitate to contact me again.</p>
Informal
<p>I got the job!</p> <p>I'm sorry, but I can't come to class this week.</p> <p>Do you want me to</p> <ul style="list-style-type: none"> - come to another class? - do the homework assignment?

Attaching Files

Formal
<p>Please find attached the file you requested.</p> <p>I am afraid I cannot open the file you have send me.</p> <p>Could you resend it as a .doc file?</p> <p>I am sending you the assignment as an attachment.</p>
Informal
<p>The assignment is attached.</p> <p>Sorry, I can't open that. Can you send it as a doc file?</p> <p>Take a look at this file and get back with me when you have the chance.</p>