

Phrasebook 12—Letter Writing

Russian letters are generally similar to English letters.
They have the same basic elements:

1. Sender's address and date
2. Greeting
3. Body
4. Closing and signature

But there are two important differences:

1. Strangers and people who are not closed friends should never be addressed as “dear”.
2. In English we begin with a topic sentence and then follow with supporting facts. In Russian the facts come first with the topic sentence as the conclusion.

Greeting

Здравствуйте!—Greetings

Уважаемый Иван Иванович—Respected Ivan Ivanovich

Дорогой Саша—Dear Sasha (only between close friends)

Body

извещаю вас—please me informed

к настоящему письму прилагается—enclosed please find

Closing

С уважением—Respectfully

С любовью—Love

Sample Note to Leave if Someone on your Magazine Route is not at Home

Здравствуйте! Это _____. Я не застал(а) вас дома. Я принёс/принесла вам новые журналы. Хочу поделиться с вами стихом из _____.
Надеюсь скоро вас видеть.

Greetings! This is _____. I did not find you at home. I have brought you new magazines. I would like to share with you the verse at _____. I hope to see you soon.

See Also

- [Phrasebook 13—Telephone Call](#)