

How to write a Letter in English

In this lesson you will learn to write a letter in English, with the polite formulas to put in a letter in English.

This course may be useful for you to write a personal or professional letter.

How to start a letter in English

If you do not know the name of the person to whom you are writing:

Dear Sir, Dear Madam, => We don't know if the person who will receive the letter is a man or a woman, so we put both.

If you know the name of the person:

- **Dear Mr Smith,** (if it's a man)
- **Dear Mrs Smith,** (if it's a woman)
- **Dear Miss Smith** (if it's a young unmarried woman)

Note: If you hesitate between **Mrs** and **Miss**, indicate Ms Jones.

If you know the person to whom you are writing personally:

Dear Thomas,

How to write a letter in English: useful expressions

- **Thank you for your letter of May 28th.**
- **With reference to your inquiry of 1st August,**
- **Could you possibly... ?**
- **I would be grateful if you could ...**
- **Please find enclosed...**

How to end a letter in English:

If you don't know the person you're writing to:

- **Yours faithfully, / Yours sincerely,** (followed by your signature)

If you know the person (at work):

- **Best regards, / Best wishes,** (followed by your signature)

If you know the person very well (friends, family...):

- **Looking forward to hearing from you.**
- **Looking forward to seeing you.**