

Writing an Informal Email Guide



Greetings

Dearest (first name only),

Dear (first name only),

Hi,

Hey,

Hiya,

Endings

All the best,

Love,

Best wishes,

See you soon,

Take care,

Checklist

- | | |
|--|--|
| Write the recipient's email address. | |
| Write a clear subject made up of just a few key words. | |
| Use a casual greeting and the person's first name. | |
| Write an introductory sentence or two explaining why you are writing and possibly asking about their health. | |
| Use chatty, friendly language and slang. | |
| Use simple, casual language rather than complex vocabulary. | |
| Finish with a friendly sign-off
(Love _____, See you soon, etc.) | |

Sentence Starters

Could you please...?

I am terribly sorry ____ but...

I was hoping to...

I'm thrilled to tell you...

I thought you might like to know that...

I was hoping...

I was happy/delighted/glad to hear that...

