Informal Letters

Opening Salutations

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| Hallo…, | Hello (works for both male and female addressees and is one of the most popular salutations.) |
| Liebe…, | Dear (if the recipient is a woman) |
| Lieber..., | Dear (if the recipient is a man) |

Body of the Letter

1. Unlike in English, the first word following the salutation starts with a small letter. For example:

Sehr Geehrte Frau Schneider,

ich schreibe Ihnen…

There are no indentations before the next paragraph when writing a handwritten letter (the same obviously applies for emails as well).

1. Don’t forget to use **du** (you) and **dein/e** (your) in formal writing.
* Hast *du* meine Email bekommen? – Have *you* received my email?
* Wie heißt *deine* Katze? – What is your cat called? (*Deine* is used instead of *Dein* because cat is a feminine word).

Letter Conclusions

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| --- | --- |
| Dein(e) [your name] | Yours… (Deine is used if the recipient is female and Dein if he’s male.) |
| Viele Grüße*or*Liebe Grüße | these are the most common and natural-sounding conclusions used for people you have a friendly relationship with. |
| In Liebe | Used for romantic partners |

Other Useful Phrases

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| Vielen Dank für deinen Brief  | Thank you for your letter |
| Wie geht’s dir? | How are you? |
| Es tut mir leid, dass ich so lange nicht geschrieben habe. | I’m sorry that I haven’t written to you for o long |
| Hoffentlich geht’s dir gut  | I hope you are well |
| Du hast mich über ……. gefragt | You asked me about… |
| Schreib bald wieder! | Write back soon! |
| Ich muss jetzt Schluss machen | I have to go now |
| Ich freue mich auf deinen nächsten Brief | I’m looking forward to your next letter |
| Das is alles für heute  | That’s all for today |

Please see the following website for additional phrases:

<https://en.bab.la/phrases/personal/letter/english-german>