

## Starting and finishing emails and letters

YOU CAN'T USE CONTRACTED FORMS  
IN FORMAL LETTERS/EMAILS

	INformal	formal
Start with	Hi <i>Name</i> , Hello <i>Name</i> , Dear <i>Name</i> ,	Dear Sir or Madam, Dear Mr/Ms <i>Surname</i> , Dear <i>Name</i> (se ci lavori già da tempo)
	How are you?	
Saying thank you	Thank you for your email. Thank you so much for... That's very kind of you...	Thank you for your email of ... (+date)
Explaining or giving reason	I am writing to ASK if ...  I want to know... I'd like to know...	I am writing to enquire about/whether/if.... / ... I am particularly interested in .....ING ... I am writing with regards to ... ( <i>scrivo in riferimento a ..</i> ) I would be grateful IF... ( <i>Le/Vi sarei grato se....</i> ) I would like to know
REQUESTS	Can you ...? Could you...? I thank you ...	I would be grateful if you could... I wonder if you could...
		I am writing in reply to your enquiry ... With reference to .... ( <i>in riferimento a....</i> )
Making a suggestion	Maybe we can... Why don't we...? How about...? I think it would be a good idea to... I think we should... Let's...	I would like to know IF/WHETHER ...
Asking for more information	Can you tell me if...?  I'd love to know... I wonder...	Could you tell me IF/WHETHER .... I would also like to know IF/WHETHER ...
Finishing a message / FINAL SALUTATIONS	Have a great weekend! Write soon! Take care! Love! See you soon! Best wishes, All the best,	I look forward to hearing from you.  IN FEDE / DISTINTI SALUTI Yours faithfully, Faithfully yours, Sincerely yours, Yours sincerely,  Meno formale Best regards, Regards, Kind regards, Best wishes,

**Enquiry** = richiesta informazioni / lettera di richiesta informazioni Vb ENQUIRE

### 1st paragraph

Introduce yourself + say the reason why you are writing

I am writing to enquire whether/if.... / about ...

I am particularly interested in .....ING ....

I am writing with regards to ... (*scrivo in riferimento a ..*)

I would be grateful IF... (*Le/Vi sarei grato se....*)

Could you tell me IF/WHETHER .... question words + indirect question ...

I would like to know IF/WHETHER ... question words + indirect question ...

### Come finisco?

I look forward to hearing from you. (in attesa di ricevere sue/vostre notizie)

I look forward to receiving your reply / I look forward to your prompt reply. (*in attesa di una pronta risposta*)

Differenza tra IF e WHETHER: IF = se WHETHER = se.... (... OR NOT - oppure no)

Non si fanno le domande dirette ma indirette

### COME RISPONDO

I am writing in reply to your enquiry ...

With reference to .... (*in riferimento a....*)

Thank you for ...

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### EXAMPLE

*Dear Sirs,*

*My name is ..... and I am an Italian student with a great interest in performing arts. I am writing to enquire about your courses because I am interested in attending your School of Drama.*

*First of all, I am particularly interested in knowing what nationality your students are.*

*Could you also tell me how many students there are in a class and what drama skills are practiced in the course?*

*Finally, I would like to have some information about accommodation.*

*I look forward to receiving your reply.*

*Sincerely yours,*

*Name/surname*