

Salutations

Darling Eddie, (*very informal*)

Hi Eddie, Hi all, Hi everybody, (*relatively informal, US*)

Hello Eddie, (*neutral UK*)

Greetings, (*polite, for a group or one person when you're not sure how to spell their name ☺, sometimes I use it ironically*)

Dear Eddie, (*formal*)

Dear Mr. Storey / Ms. Storey / Mrs. Storey, (*more formal, the last one if only for older ladies that you know are married. Do not use both names.*)

Dear Madam/Sir, (*more formal, name and gender of the recipient unknown*)

Dear all, Dear customer, (*formal, to a group or a customer*)

(To whoever it may concern/To whom it may concern – identity of readers unknown, e.g. a character reference)

Formal intros

Thank you for contacting us.

Many thanks for your email.

I am writing in reply to.../ I am writing to apply for...

I am writing on behalf of (company name) to (apologize)...

Please allow me to introduce myself. My name is Eddie Storey and I am writing to ...

The “friendly sandwich”

Hope you're OK.

Hope you're well.

Hope life is treating you well.

Hope you're well and thanks for the mail/offer etc

Thanks for the mail/offer etc

Hope you had a nice/relaxing/pleasant weekend.

Hope you've recovered from the Xmas holidays.

Hope your headache is better.

Hope you're not too busy.

Hope you're enjoying the snow.

Hope you're enjoying the lovely weather.

Sorry to hear about (your problem/the weather)

Sorry to hear the bad news.

Sorry to bother you (again), I know you're busy.

Sorry for the delay but..

Sorry about the late answer, but..

Closing

Drop me a line when you have time (*informal*)

Hope to hear from you soon. (*neutral*)

Looking forward to hearing from you. (*neutral*)

Please get back to me as soon as possible. (*neutral*)

I look forward to hearing from you. (*formal*)

Please do not hesitate to contact me if you have any questions. (*formal*)

Endings

I remain your most humble servant (*very old-fashioned, I sometimes use it ironically*)

Yours faithfully, (*Formal, UK traditional if your letter starts "Dear Sir" or "Dear Madam"*)

Yours sincerely, (*Formal, UK traditional if your letter starts "Dear Mr. Storey"*)

Kind regards, (*the best option for a business email, especially if you've met the person*)

Best regards,

Regards, (*not recommended*)

Best wishes, (*neutral, friendlier than best regards*)

Best, (*common in business emails, but I don't personally like it*)

All the best, Stay well, Take care, See you, Cheers, Thanks, Take it easy, (*all informal*)

Love and kisses, XXX, Big hugs, (*very informal*)