

### How to write an E-mail

	formal	informal
Begin with a greeting	Dear Mrs or Mr... To Whom It May Concern Dear Sir or Madam	Hi .....! Hello! Hi! Greetings! Hello everyone! Hello there! Good morning..... / Morning....., etc.,
Thank the recipient	Thank you for contacting ..... Company. Thank you for your prompt reply.	Thanks for getting back to me. Nice to hear from you.
State your purpose	I am writing to enquire about..... I am writing in reference to..... I am writing in connection with.....	Can you help me with....
Add your closing remarks	Thank you for your patience and cooperation. I will review the position and advise you as soon as possible. If you would like to make any recommendations, they would be gratefully received. Thank you for your consideration. If you have any questions or concerns, please don't hesitate to contact me. I look forward to hearing from you. Is this acceptable for you?	Thanks. Get back to me when you can. Let me check and I'll come back to you.  Let me know what you think. Thanks!  Does this work for you? / Are you ok with this?
End with a closing	Kind regards. Best regards. Yours sincerely / faithfully Many thanks.	Bye for now. Best wishes. Cheers. See you soon.