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| **Informal Writing (Task 1)** | **Formal Writing (Task 2)** |
| Opening Salutations   |  |  | | --- | --- | | **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) |   **du - you**  **dein/e - your**  Useful Phrases   |  |  | | --- | --- | | 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 so 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 |   Letter Conclusions   |  |  | | --- | --- | | 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. | | Opening Salutations   |  |  | | --- | --- | | **Sehr geehrte Frau…,** | Dear (for a woman whose name you know) | | **Sehr geehrter Herr…,** | Dear (for a man whose name you know) | | **Sehr geehrte Damen und Herren,** | Dear (if you happen to not know the name of the person you’re writing to) | | **Sehr geehrte Frau prof. Schneider** | Dear Professor Schneider (When writing to a doctor or professor, it also pays to mention the title in the opening greeting) |   **Sie - you**  **Ihr/Ihre - your**  Useful Phrases   |  |  | | --- | --- | | Ich schreibe Ihnen mit Bezug auf (+acc) | I am writing to you with regards to… | | Ich wäre sehr dankbar, wenn Sie… könnten. | I would be very grateful if you could… | | Ich möchte Sie fragen, ob… | I would like to ask you whether… | | Ich bin an… interessiert und würde gerne wissen… | I am interested in… and would like to know… | | Vielen Dank im Voraus. | Many thanks in advance. | | Ich hoffe, bald von Ihnen zu hören. | I hope to hear from you soon. |   Letter Conclusions   |  |  | | --- | --- | | Mit freundlichen Grüßen | This is one of the most popular and widely used conclusions for formal letters. Roughly translated to “with friendly greetings”, it applies to both known and unknown recipients. | | Mit herzlichen Grüßen | With warm greetings | |