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| **Informal Writing (Task 1)** | **Formal Writing (Task 2)** |
| 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) |

**du - you****dein/e - your**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 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

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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. |

 | Opening Salutations

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| --- | --- |
| **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

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| 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 |

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