**WRITING** - **INFORMAL LETTERS – E-MAILS**

**USEFUL PHRASES**

***1.GREETING***  Dear, / Hello, / Hi …,

***2.******OPENING PARAGRAPH***

I was delighted /happy to receive your e-mail yesterday.

I ‘ve just got your e-mail and sat down straight away to tell you…

Many thanks for your e-mail / letter. It was lovely / great to hear from you.

Sorry it's taken me so long to write back. / Sorry I haven’t written for so long but………

Sorry I haven’t been in touch recently but I’ve been really busy.

How are you? / How are things (with you)? / How's it going? / How’s life?

I hope you’re fine. / I hope you and your family are well. / I truly hope this e-mail / letter will find you in good health and spirits.

Just thought I’d drop you a line.

***3.MAIN BODY***

First of all,

By the way, have you heard about …

Did you hear about …

Oh, another thing I wanted to mention is …

Anyway, the reason I’m writing …

Anyway, I was wondering …

I thought I’d write to tell / ask you …

As I said before………………………………

However, yet

To tell you the truth,

***4.CONCLUSION***  Well, time to go now! / That’s all for now. / Looking forward to hearing from you. Hope to hear from you soon. / Write back soon! / Make sure you write soon! / Keep in touch! / Drop me a line if you have time! / Take care of yourself! / Let me know if you need anything. / Just give me a call if you have any questions.

**5. SIGN-OFF** Yours, / Your friend, / Best wishes, / All the best, / Hugs, / Hugs and kisses, / Love, / Lots of love, / Take care, / Bye for now,