American address format:
Name of recipient
Company name
Street number + street name
Name of town + state abbreviation + zip code

Mr. J. Rhodes
Rhodes & Rhodes Corp.
212 Silverback Drive
California Springs CA 92926

Mr. Adam Smith
Smith's Plastics
8 Crossfield Road
Selly Oak
Birmingham
West Midlands
B29 1WQ

Canadian address format:
Name of recipient
Company name
Street number + street name

The Managing Director
Fightstar Corporation
155 Mountain Rise
Antigonish NS B2G 5T8

The Managing Director
Fightstar Corporation
155 Mountain Rise
Antigonish NS B2G 5T8
Business Letter

Ms. Celia Jones
TZ Motors
47 Herbert Street
Floreat
Perth WA 6018

Miss L. Marshall
Aquatechnics Ltd.
745 King Street
West End
Wellington 0680

Mr. N. Summerbee
Tyres of Manhattan
335 Main Street
New York NY 92926

Name of town + province abbreviation + postal code

Australian address format:
Name of recipient
Company name
Street number + street name
Name of province
Town/city name + postal code

New Zealand address format:
Name of recipient
Company name
Number + street name
Suburb/RD number/PO box
Town/city + postal code

Standard English Address format: name of recipient, company name, street number + street name, name of town + region/state + zip/postal code.

Letter - Opening

Miss L. Marshall
Aquatechnics Ltd.
745 King Street
West End
Wellington 0680

Mr. N. Summerbee
Tyres of Manhattan.
335 Main Street
New York NY 92926

New Zealand address format:
Name of recipient
Company name
Number + street name
Suburb/RD number/PO box
Town/city + postal code

Standard English Address format: name of recipient, company name, street number + street name, name of town + region/state + zip/postal code.

Letter - Opening

Miss L. Marshall
Aquatechnics Ltd.
745 King Street
West End
Wellington 0680

Mr. N. Summerbee
Tyres of Manhattan.
335 Main Street
New York NY 92926

Standard English Address format: name of recipient, company name, street number + street name, name of town + region/state + zip/postal code.

Letter - Opening

English

Arabic

Page 2 03.07.2019
Dear Mr. President,

Very formal, recipient has a special title that must be used in place of their name

Dear Sir,

Formal, male recipient, name unknown

Dear Madam,

Formal, female recipient, name unknown

Dear Sir / Madam,

Formal, recipient name and gender unknown

Dear Sirs,

Formal, when addressing several unknown people or a whole department

To whom it may concern,

Formal, recipient/s name and gender completely unknown

Dear Mr. Smith,

Formal, male recipient, name known

Dear Mrs. Smith,

Formal, female recipient, married, name known

Dear Miss Smith,

Formal, female recipient, single, name known

Dear Ms. Smith,

Formal, female recipient, name known, marital status unknown

Dear John Smith,

Less formal, one has done business with the recipient before
<table>
<thead>
<tr>
<th>Business Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dear John,</strong></td>
</tr>
<tr>
<td>Informal, one is personal friends with the recipient, relatively uncommon</td>
</tr>
<tr>
<td>We are writing to you regarding—</td>
</tr>
<tr>
<td>Formal, to open on behalf of the whole company</td>
</tr>
<tr>
<td>We are writing in connection with...</td>
</tr>
<tr>
<td>Formal, to open on behalf of the whole company</td>
</tr>
<tr>
<td>Further to~</td>
</tr>
<tr>
<td>Formal, to open regarding something you have seen from the company you are contacting</td>
</tr>
<tr>
<td>With reference to~</td>
</tr>
<tr>
<td>Formal, to open regarding something you have seen from the company you are contacting</td>
</tr>
<tr>
<td>I am writing to enquire about~</td>
</tr>
<tr>
<td>Less formal, to open on behalf of yourself for your company</td>
</tr>
<tr>
<td>I am writing to you on behalf of...</td>
</tr>
<tr>
<td>Formal, when writing for someone else</td>
</tr>
<tr>
<td>Your company was highly recommended by~</td>
</tr>
<tr>
<td>Formal, polite way of opening</td>
</tr>
</tbody>
</table>

**Letter - Main Body**

<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you mind if~</td>
<td></td>
</tr>
<tr>
<td>Formal request, tentative</td>
<td></td>
</tr>
<tr>
<td>Would you be so kind as to~</td>
<td></td>
</tr>
<tr>
<td>Formal request, tentative</td>
<td></td>
</tr>
<tr>
<td>Business Letter</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>I would be most obliged if...</td>
<td>...سأكون ممتنًا إذا</td>
</tr>
<tr>
<td>Formal request, tentative</td>
<td></td>
</tr>
<tr>
<td>We would appreciate it if you could send us more detailed information about...</td>
<td>...سكنون في حالة الإعانة</td>
</tr>
<tr>
<td>Formal request, very polite</td>
<td></td>
</tr>
<tr>
<td>I would be grateful if you could...</td>
<td>...سأكون شاكرين إذا</td>
</tr>
<tr>
<td>Formal request, very polite</td>
<td></td>
</tr>
<tr>
<td>Would you please send me...</td>
<td>...هل تستطيع أن ترسل</td>
</tr>
<tr>
<td>Formal request, polite</td>
<td></td>
</tr>
<tr>
<td>We are interested in obtaining/receiving...</td>
<td>...نحن مهتمون بالاستلام</td>
</tr>
<tr>
<td>Formal request, polite</td>
<td></td>
</tr>
<tr>
<td>I must ask you whether...</td>
<td>...أنا أريد أن أسألك</td>
</tr>
<tr>
<td>Formal request, polite</td>
<td></td>
</tr>
<tr>
<td>Could you recommend...</td>
<td>...هل تستطيع أن توصى</td>
</tr>
<tr>
<td>Formal request, direct</td>
<td></td>
</tr>
<tr>
<td>Would you please send me...</td>
<td>...هل تستطيع أن ترسل</td>
</tr>
<tr>
<td>Formal request, direct</td>
<td></td>
</tr>
<tr>
<td>You are urgently requested to...</td>
<td>...سأكون مطلوبًا</td>
</tr>
<tr>
<td>Formal request, very direct</td>
<td></td>
</tr>
</tbody>
</table>
We would be grateful if...

Formal request, polite, on behalf of the company

What is your current list price for...

Formal specific request, direct

We are interested in ... and we would like to know ...

Formal enquiry, direct

We understand from your advertisement that you produce...

Formal enquiry, direct

It is our intention to...

Formal statement of intent, direct

We carefully considered your proposal and...

Formal, leading to a decision regarding a business deal

We are sorry to inform you that...

Formal, rejection of a business deal or showing no interest in an offer

Letter - Closing

English

If you need any additional assistance, please contact me.

Formal, very polite

If we can be of any further assistance, please let us know.

Arabic

If you need any additional assistance, please contact me.

Formal, very polite

If we can be of any further assistance, please let us know.
<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanking you in advance...</td>
<td>شكرا مقدما...</td>
</tr>
<tr>
<td>Should you need any further information, please do not hesitate to</td>
<td>إذا كنت بحاجة إلى معلومات إضافية، فلا تتردد في الاتصال بي.</td>
</tr>
<tr>
<td>contact me.</td>
<td></td>
</tr>
<tr>
<td>I would be most grateful if you would look into this matter as soon</td>
<td>سأكون ممتنًا إذا كنت بإمكانك التدخل في هذا الأمر بسرعة.</td>
</tr>
<tr>
<td>as possible.</td>
<td></td>
</tr>
<tr>
<td>Please reply as soon as possible because...</td>
<td>أرجو أن ترد بسرعة...</td>
</tr>
<tr>
<td>If you require any further information, feel free to contact me.</td>
<td>إذا كنت بحاجة إلى معلومات إضافية، فلا تتردد في الاتصال بي.</td>
</tr>
<tr>
<td>I look forward to the possibility of working together.</td>
<td>أتطلع إلى فرصة العمل معًا.</td>
</tr>
<tr>
<td>Thank you for your help in this matter.</td>
<td>شكرا دعمك في هذا الأمر.</td>
</tr>
<tr>
<td>English</td>
<td>Arabic</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>I look forward to discussing this with you.</td>
<td>ٖﺇﻧﻨﻲ ﻷﺗﻄﻠﻊ ﺇﻟﻰ ﻣﻨﺎﻗﺸﺔ ﻫﺬﺍ</td>
</tr>
</tbody>
</table>
Regards,

Informal, between business partners who work together often