Letter - Address

English

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

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

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

British and Irish address format:
Name of recipient
Company name
Number + street name
Town/city name
County
Postal code

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

Canadian address format:
Name of recipient
Company name
Street number + street name
Name of town + province abbreviation + postal code

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

Ms. Celia Jones
TZ Motors
47 Herbert Street
Floreat
Perth WA 6018
**Australian address format:**
Name of recipient  
Company name  
Street number + street name  
Name of province  
Town/city name + postal code

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

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

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**

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
**Business Letter**

<table>
<thead>
<tr>
<th>Formal, when addressing several unknown people or a whole department</th>
<th>Formal, when addressing several unknown people or a whole department</th>
</tr>
</thead>
<tbody>
<tr>
<td>To whom it may concern,</td>
<td>To whom it may concern,</td>
</tr>
<tr>
<td>Formal, recipient/s name and gender completely unknown</td>
<td>Formal, recipient/s name and gender completely unknown</td>
</tr>
<tr>
<td>Dear Mr. Smith,</td>
<td>Dear Mr. Smith,</td>
</tr>
<tr>
<td>Formal, male recipient, name known</td>
<td>Formal, male recipient, name known</td>
</tr>
<tr>
<td>Dear Mrs. Smith,</td>
<td>Dear Mrs. Smith,</td>
</tr>
<tr>
<td>Formal, female recipient, married, name known</td>
<td>Formal, female recipient, married, name known</td>
</tr>
<tr>
<td>Dear Miss Smith,</td>
<td>Dear Miss Smith,</td>
</tr>
<tr>
<td>Formal, female recipient, single, name known</td>
<td>Formal, female recipient, single, name known</td>
</tr>
<tr>
<td>Dear Ms. Smith,</td>
<td>Dear Ms. Smith,</td>
</tr>
<tr>
<td>Formal, female recipient, name known, marital status unknown</td>
<td>Formal, female recipient, name known, marital status unknown</td>
</tr>
<tr>
<td>Dear John Smith,</td>
<td>Dear John Smith,</td>
</tr>
<tr>
<td>Less formal, one has done business with the recipient before</td>
<td>Less formal, one has done business with the recipient before</td>
</tr>
<tr>
<td>Dear John,</td>
<td>Dear John,</td>
</tr>
<tr>
<td>Informal, one is personal friends with the recipient, relatively uncommon</td>
<td>Informal, one is personal friends with the recipient, relatively uncommon</td>
</tr>
<tr>
<td>We are writing to you regarding…</td>
<td>We are writing to you regarding…</td>
</tr>
<tr>
<td>Formal, to open on behalf of the whole company</td>
<td>Formal, to open on behalf of the whole company</td>
</tr>
<tr>
<td>We are writing in connection with…</td>
<td>We are writing in connection with…</td>
</tr>
<tr>
<td>Formal, to open on behalf of the whole company</td>
<td>Formal, to open on behalf of the whole company</td>
</tr>
<tr>
<td>Further to…</td>
<td>Further to…</td>
</tr>
<tr>
<td>Formal, to open regarding something you have seen from the company you are contacting</td>
<td>Formal, to open regarding something you have seen from the company you are contacting</td>
</tr>
<tr>
<td>With reference to…</td>
<td>With reference to…</td>
</tr>
<tr>
<td>Formal, to open regarding something you have seen from the company you are contacting</td>
<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>
<td>I am writing to enquire about…</td>
</tr>
<tr>
<td>Less formal, to open on behalf of yourself for your company</td>
<td>Less formal, to open on behalf of yourself for your company</td>
</tr>
</tbody>
</table>
### Business Letter

I am writing to you on behalf of...
- **Formal, when writing for someone else**

Your company was highly recommended by...
- **Formal, polite way of opening**

### Letter - Main Body

#### English

**Would you mind if…**
- **Formal request, tentative**

**Would you be so kind as to…**
- **Formal request, tentative**

**I would be most obliged if…**
- **Formal request, tentative**

**We would appreciate it if you could send us more detailed information about…**
- **Formal request, very polite**

**I would be grateful if you could…**
- **Formal request, very polite**

**Would you please send me…**
- **Formal request, polite**

**We are interested in obtaining/receiving…**
- **Formal request, polite**

**I must ask you whether…**
- **Formal request, polite**

**Could you recommend…**
- **Formal request, direct**

**Would you please send me…**
- **Formal request, direct**
<table>
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<th>Business Letter</th>
</tr>
</thead>
</table>
| **You are urgently requested to…**  
  Formal request, very direct |
| **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 |
| **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.**  
  Formal, very polite |
| **If we can be of any further assistance, please let us know.**  
  Formal, very polite |
| **Thanking you in advance…**  
  Formal, very polite |
| **Thanking you in advance…**  
  Formal, very polite |
Should you need any further information, please do not hesitate to contact me.

I would be most grateful if you would look into this matter as soon as possible.

Please reply as soon as possible because…

If you require any further information, feel free to contact me.

I look forward to the possibility of working together.

Thank you for your help in this matter.

I look forward to discussing this with you.

If you require more information …

We appreciate your business.

Please contact me - my direct telephone number is…

I look forward to hearing from you soon.
<table>
<thead>
<tr>
<th>Salutation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yours faithfully,</td>
<td>Formal, recipient name unknown</td>
</tr>
<tr>
<td>Yours sincerely,</td>
<td>Formal, widely used, recipient known</td>
</tr>
<tr>
<td>Respectfully yours,</td>
<td>Formal, not widely used, recipient name known</td>
</tr>
<tr>
<td>Kind/Best regards,</td>
<td>Informal, between business partners on first-name terms</td>
</tr>
<tr>
<td>Regards,</td>
<td>Informal, between business partners who work together often</td>
</tr>
</tbody>
</table>