

## 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

### German

**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

British and Irish address format:

Name of recipient

Company name

Number + street name

Town/city name

County

Postal code

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

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

Canadian address format:

Name of recipient

Company name

Street number + street name

Name of town + province abbreviation + postal code

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

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

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

# Business Letter

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

**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

**Müller & Sohn GmbH  
Herrn Peter Müller  
Falkenstraße 28  
20140 Hamburg  
Deutschland**

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

### German

**Sehr geehrter Herr Präsident,**

**Sehr geehrte Damen und Herren,**

**Sehr geehrte Damen und Herren,**

**Sehr geehrte Damen und Herren,**

Dear Sirs,

Formal, when addressing several unknown people or a whole department

**Sehr geehrte Damen und Herren,**

To whom it may concern,

Formal, recipient/s name and gender completely unknown

**Sehr geehrte Damen und Herren,**

Dear Mr. Smith,

Formal, male recipient, name known

**Sehr geehrter Herr Schmidt,**

Dear Mrs. Smith,

Formal, female recipient, married, name known

**Sehr geehrte Frau Schmidt,**

Dear Miss Smith,

Formal, female recipient, single, name known

**Sehr geehrte Frau Schmidt,**

Dear Ms. Smith,

Formal, female recipient, name known, marital status unknown

**Sehr geehrte Frau Schmidt,**

Dear John Smith,

Less formal, one has done business with the recipient before

**Lieber Herr Schmidt,**

Dear John,

Informal, one is personal friends with the recipient, relatively uncommon

**Lieber Johann,**

We are writing to you regarding...

Formal, to open on behalf of the whole company

**Wir schreiben Ihnen bezüglich...**

We are writing in connection with...

Formal, to open on behalf of the whole company

**Wir schreiben Ihnen in Zusammenhang mit...**

Further to...

Formal, to open regarding something you have seen from the company you are contacting

**Bezug nehmend auf...**

With reference to...

Formal, to open regarding something you have seen from the company you are contacting

**In Bezug auf...**

I am writing to enquire about...

Less formal, to open on behalf of yourself for your company

**Ich schreibe Ihnen, um mich nach ... zu erkundigen...**

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

**Ich schreibe Ihnen im Namen von...**

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

**Ihr Unternehmen wurde mir von ... sehr empfohlen...**

## Letter - Main Body

### English

Would you mind if...  
Formal request, tentative

### German

**Würde es Sie Ihnen etwas ausmachen, wenn...**

Would you be so kind as to...  
Formal request, tentative

**Wären Sie so freundlich...**

I would be most obliged if...  
Formal request, tentative

**Ich wäre Ihnen sehr verbunden, wenn...**

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

**Wir würden uns sehr freuen, wenn Sie uns  
ausführlichere Informationen über ... zusenden könnten.**

I would be grateful if you could...  
Formal request, very polite

**Ich wäre Ihnen sehr dankbar, wenn Sie ... könnten...**

Would you please send me...  
Formal request, polite

**Würden Sie mir freundlicherweise ... zusenden...**

We are interested in obtaining/receiving...  
Formal request, polite

**Wir sind daran interessiert, ... zu beziehen/erhalten...**

I must ask you whether...  
Formal request, polite

**Ich möchte Sie fragen, ob...**

Could you recommend...  
Formal request, direct

**Können Sie ... empfehlen...**

Would you please send me...  
Formal request, direct

**Würden Sie mir freundlicherweise ... zusenden...**

You are urgently requested to...  
Formal request, very direct

**Sie werden dringlichst gebeten, ...**

We would be grateful if...  
Formal request, polite, on behalf of the company

**Wir wären Ihnen dankbar, wenn...**

What is your current list price for...  
Formal specific request, direct

**Wie lautet Ihr aktueller Listenpreis für...**

We are interested in ... and we would like to know  
...  
Formal enquiry, direct

**Wir sind an ... interessiert und würden gerne wissen, ...**

We understand from your advertisement that you  
produce...  
Formal enquiry, direct

**Wir haben Ihrer Werbung entnommen, dass Sie ...  
herstellen...**

It is our intention to...  
Formal statement of intent, direct

**Wir beabsichtigen...**

We carefully considered your proposal and...  
Formal, leading to a decision regarding a business deal

**Wir haben Ihr Angebot sorgfältig geprüft und...**

We are sorry to inform you that...  
Formal, rejection of a business deal or showing no interest in an offer

**Leider müssen wir Ihnen mitteilen, dass...**

## Letter - Closing

### English

If you need any additional assistance, please contact  
me.  
Formal, very polite

### German

**Für weitere Auskünfte stehe ich Ihnen gerne zur  
Verfügung.**

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

**Bitte lassen Sie uns wissen, falls wir Ihnen weiter  
behilflich sein können.**

Thanking you in advance...  
Formal, very polite

**Vielen Dank im Voraus...**

Should you need any further information, please do not hesitate to contact me.

Formal, very polite

**Für weitere Informationen stehe ich Ihnen gerne zur Verfügung.**

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

Formal, very polite

**Ich wäre Ihnen äußerst dankbar, wenn Sie diese Angelegenheit so schnell wie möglich prüfen könnten.**

Please reply as soon as possible because...

Formal, polite

**Bitte antworten Sie uns umgehend, da...**

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

Formal, polite

**Für weitere Informationen stehe ich Ihnen gerne zur Verfügung.**

I look forward to the possibility of working together.

Formal, polite

**Ich freue mich auf die Zusammenarbeit.**

Thank you for your help in this matter.

Formal, polite

**Vielen Dank für Ihre Hilfe in dieser Angelegenheit.**

I look forward to discussing this with you.

Formal, direct

**Ich freue mich darauf, diesen Sachverhalt mit Ihnen zu besprechen.**

If you require more information ...

Formal, direct

**Falls Sie weitere Informationen benötigen...**

We appreciate your business.

Formal, direct

**Wir schätzen Sie als Kunde.**

Please contact me - my direct telephone number is...

Formal, very direct

**Bitte kontaktieren Sie mich. Meine Telefonnummer ist...**

I look forward to hearing from you soon.

Less formal, polite

**Ich würde mich freuen, bald von Ihnen zu hören.**

# Business Letter

Yours faithfully,

Formal, recipient name unknown

**Mit freundlichen Grüßen**

Yours sincerely,

Formal, widely used, recipient known

**Mit freundlichen Grüßen**

Respectfully yours,

Formal, not widely used, recipient name known

**Hochachtungsvoll**

Kind/Best regards,

Informal, between business partners who are on first-name terms

**Herzliche Grüße**

Regards,

Informal, between business partners who work together often

**Grüße**