

Personal E-Mail

E-Mail - Opening

English

Dear John,

Informal, standard way of addressing a friend

Danish

Kære John,

Dear Mum / Dad,

Informal, standard way of addressing your parents

Kære Mor / Far,

Dear Uncle Jerome,

Informal, standard way of addressing a member of your family

Kære Onkel Jerome,

Hello John,

Informal, standard way of addressing a friend

Hej John,

Hey John,

Very informal, standard way of addressing a friend

Hej John,

John,

Informal, direct way of addressing a friend

John,

My Dear,

Very informal, used when addressing a loved one

Kære,

My Dearest,

Very informal, used when addressing a partner

Kæreste,

Dearest John,

Informal, used when addressing a partner

Kæreste John,

Thank you for your E-mail.

Used when replying to correspondence

Tak for din E-mail.

It was good to hear from you again.

Used when replying to correspondence

Det var godt at høre fra dig igen.

I am very sorry I haven't written for so long.

Used when writing to an old friend you haven't contacted for a while

Jeg er meget ked af jeg ikke har skrevet i så lang tid.

Personal E-Mail

It's such a long time since we had any contact.

Used when writing to an old friend you haven't contacted for a long time

Det er så lang tid siden vi sidst havde kontakt.

E-Mail - Main Body

English

I am writing to tell you that...

Used when you have important news

Danish

Jeg skriver for at fortælle dig at...

Have you made any plans for...?

Used when you want to invite someone to an event or meet up with them

har du lavet nogle planer den... ?

Many thanks for sending / inviting / enclosing...

Used when thanking someone for sending something / inviting someone somewhere / enclosing some information

Mange tak for forsendelsen / invitationen / vedlæggelsen...

I am very grateful to you for letting me know / offering / writing...

Used when sincerely thanking someone for telling you something / offering you something / writing to you regarding something

Jeg er meget taknemmelig for at du fortalte mig / tilbød mig / skrev...

It was so kind of you to write / invite / send...

Used when you sincerely appreciate something someone wrote to you / invited you to / sent you

Det var så venligt af dig at skrive / invitere / sende...

I am delighted to announce that...

Used when announcing good news to friends

Jeg er henrykt over at meddele at...

I was delighted to hear that...

Used when relaying a message or news

Jeg var henrykt over at høre at...

I am sorry to inform you that...

Used when announcing bad news to friends

Jeg er ked af at må informere dig om at...

I was so sorry to hear that...

Used when comforting a friend regarding bad news that they had

Jeg var så ked af at høre at...

I'd appreciate it if you would check out my new website at...

Used when wanting a friend to see your new website

Jeg vil sætte pris på hvis du vil tjekke min nye hjemmeside på...

Personal E-Mail

Please add me on...messenger. My username is...

Vær venlig at tilføje mig på... messenger. Mit brugernavn er...

Used when wanting a friend to add you on an instant messenger service, so that you can communicate more often

E-Mail - Closing

English

Give my love to...and tell them how much I miss them.

Used when you want to tell someone you miss them via the recipient of the letter

...sends his/her love.

Used when adding someone else's regards to a letter

Say hello to...for me.

Used when wanting to acknowledge someone else via the person to whom you are writing

I look forward to hearing from you soon.

Used when you want to receive a letter in reply

Write back soon.

Direct, used when you want to receive a letter in reply

Do write back when...

Used when you want the recipient to reply only when they have news of something

Send me news, when you know anything more.

Used when you want the recipient to reply only when they have news of something

Take care.

Used when writing to family and friends

I love you.

Used when writing to your partner

Best wishes,

Informal, used between family, friends or colleagues

Danish

Sig hej til... og fortæl dem hvor meget jeg savner dem.

... siger hej.

Sig hej til... for mig.

Jeg ser frem til at høre fra dig snart.

Skriv tilbage snart.

Skriv tilbage når...

Send mig nyheder, når du ved mere.

Have det godt.

Jeg elsker dig.

De bedste ønsker,

Personal E-Mail

With best wishes,

Informal, used when writing to family or friends

Med de bedste ønsker,

Kindest regards,

Informal, used when writing to family or friends

De venligste hilsner,

All the best,

Informal, used when writing to family or friends

Alt det bedste,

All my love,

Informal, used when writing to family or friends

Kærligst,

Lots of love,

Informal, used when writing to family

Masser af kærlighed,

Much love,

Informal, used when writing to family

Kærlighed,