

Personal E-Mail

E-Mail - Opening

German

Lieber Johannes,

Informal, standard way of addressing a friend

English

Dear John,

Liebe(r) Mama / Papa,

Informal, standard way of addressing your parents

Dear Mum / Dad,

Lieber Onkel Hieronymus,

Informal, standard way of addressing a member of your family

Dear Uncle Jerome,

Hallo Johannes,

Informal, standard way of addressing a friend

Hello John,

Hey Johannes,

Very informal, standard way of addressing a friend

Hey John,

Johannes,

Informal, direct way of addressing a friend

John,

Mein(e) Liebe(r),

Very informal, used when addressing a loved one

My Dear,

Mein(e) Liebste(r),

Very informal, used when addressing a partner

My Dearest,

Liebster Johannes,

Informal, used when addressing a partner

Dearest John,

Vielen Dank für Deine Email.

Used when replying to correspondence

Thank you for your E-mail.

Ich habe mich gefreut, wieder von Dir zu hören.

Used when replying to correspondence

It was good to hear from you again.

Es tut mir leid, dass ich Dir so lange nicht mehr geschrieben habe.

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

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

Personal E-Mail

Es ist sehr lange her, dass wir voneinander gehört haben.

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

E-Mail - Main Body

German

Ich schreibe Dir, um Dir zu berichten, dass...

Used when you have important news

English

I am writing to tell you that...

Hast Du schon Pläne für...?

Have you made any plans for...?

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

Vielen Dank für die Zusendung / die Einladung / das Senden von...

Many thanks for sending / inviting / enclosing...

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

Ich bin Dir sehr dankbar für die Information / das Angebot / das Schreiben...

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

Es war wirklich nett von Dir, mir zu schreiben / mich einzuladen / mir ... zu schicken.

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

Ich freue mich, Dir zu berichten, dass...

I am delighted to announce that...

Used when announcing good news to friends

Ich habe mich sehr gefreut, zu hören, dass...

I was delighted to hear that...

Used when relaying a message or news

Leider muss ich Dir berichten, dass...

I am sorry to inform you that...

Used when announcing bad news to friends

Es tut mir so leid, zu erfahren, dass...

I was so sorry to hear that...

Used when comforting a friend regarding bad news that they had

Personal E-Mail

Ich würde mich freuen, wenn Du Dir meine neue Website unter ... anschauen würdest.

Used when wanting a friend to see your new website

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

Bitte füge mich zum ...-Messenger hinzu. Mein Nutzernamen ist...

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

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

E-Mail - Closing

German

Liebe Grüße an... . Bitte richte ihnen aus, wie sehr ich sie vermisse.

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

English

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

... begrüßt herzlich.

Used when adding someone else's regards to a letter

...sends his/her love.

Bitte grüße... von mir.

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

Say hello to...for me.

Ich freue mich, bald von Dir zu hören.

Used when you want to receive a letter in reply

I look forward to hearing from you soon.

Schreib mir bitte bald zurück.

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

Write back soon.

Bitte schreib mir zurück, wenn...

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

Do write back when...

Bitte benachrichtige mich, wenn Du mehr weisst.

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

Send me news, when you know anything more.

Mach's gut.

Used when writing to family and friends

Take care.

Ich liebe Dich.

Used when writing to your partner

I love you.

Personal E-Mail

Herzliche Grüße

Informal, used between family, friends or colleagues

Best wishes,

Mit besten Grüßen

Informal, used when writing to family or friends

With best wishes,

Beste Grüße

Informal, used when writing to family or friends

Kindest regards,

Alles Gute

Informal, used when writing to family or friends

All the best,

Alles Liebe

Informal, used when writing to family or friends

All my love,

Alles Liebe

Informal, used when writing to family

Lots of love,

Alles Liebe

Informal, used when writing to family

Much love,