

# Personal Letter



## Letter - Address

### English

Mr. N. Summerbee  
335 Main Street  
New York NY 92926

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

Jeremy Rhodes  
212 Silverback Drive  
California Springs CA 92926

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

Adam Smith  
8 Crossfield Road  
Selly Oak  
Birmingham  
West Midlands  
B29 1WQ

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

Sally Davies  
155 Mountain Rise  
Antogonish NS B2G 5T8

Canadian address format:

### Arabic

السيد أحمد رامي  
٣٣٥ شارع الجمهورية  
القاهرة ١١٥١١

**Jeremy Rhodes**  
**212 Silverback Drive**  
**California Springs CA 92926**

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

**Sally Davies**  
**155 Mountain Rise**  
**Antogonish NS B2G 5T8**

# Personal Letter

Name of recipient  
Street number + street name  
Name of town + province abbreviation + postal code

Celia Jones  
47 Herbert Street  
Floreat  
Perth WA 6018

سيليا جونز  
47 شارع هربرت  
فلوريات  
بيرث دبليو ايه 6018

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

Alex Marshall  
745 King Street  
West End, Wellington 0680

**Alex Marshall**  
**745 King Street**  
**West End, Wellington 0680**

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

## Letter - Opening

### English

Dear John,

Informal, standard way of addressing a friend

Dear Mum / Dad,

Informal, standard way of addressing your parents

Dear Uncle Jerome,

Informal, standard way of addressing a member of your family

### Arabic

عزيزي فادي،

والدي العزيز \ والدي العزيزة،

خالي \ عمي العزيز شادي،

# Personal Letter

Hello John,

أهلا يا فادي،

Informal, standard way of addressing a friend

Hey John,

يا فادي،

Very informal, standard way of addressing a friend

John,

فادي،

Informal, direct way of addressing a friend

My Dear,

عزيزي،

Very informal, used when addressing a loved one

My Dearest,

أبي الحبيب \ أمي الحبيبة،

Very informal, used when addressing a partner

Dearest John,

حبيبي فادي،

Informal, used when addressing a partner

Thank you for your letter.

شكرا لرسالتك.

Used when replying to correspondence

It was good to hear from you again.

لقد سَعِدْتُ بسماع أخبارك.

Used when replying to correspondence

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

أعتذر شديد الاعتذار على عدم الاتصال بك لفترة طويلة.

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

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

لقد مر وقت طويل على آخر اتصال بيننا.

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

## Letter - Main Body

**English**

**Arabic**

# Personal Letter

I am writing to tell you that...

أكتب إليك لأخبرك بأن...

Used when you have important news

Have you made any plans for...?

هل لديك أية برامج ل...؟

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

Many thanks for sending / inviting / enclosing...

شكرا جزيلاً لإرسال \ استدعاء \ إرفاق...

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

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

أنا فعلاً ممنون لأنك أعلمتني \ قدمت لي \ كتبت لي...

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

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

لقد كان أمراً لطيفاً للغاية أن تكتب لي \ تستدعييني \ ترسل لي...

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

I am delighted to announce that...

يسرني أن أعلن أن...

Used when announcing good news to friends

I was delighted to hear that...

لقد سررتُ بسماع...

Used when relaying a message or news

I am sorry to inform you that...

يؤسفني أن أعلمكم أن...

Used when announcing bad news to friends

I was so sorry to hear that...

لقد أحزنني سماع...

Used when comforting a friend regarding bad news that they had

## Letter - Closing English

Arabic

# Personal Letter

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

أقدّم أسْمى عبارات الحبّ إلى... وقل له \ لها  
كم أشتاق له \ لها.

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

...sends his / her love.

مع أسْمى عبارات الحبّ من...

Used when adding someone else's regards to a letter

Say hello to...for me.

بلّغ \ بلّغي سلامي إلى...

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

I look forward to hearing from you soon.

أتطلع إلى سماع أخبارك قريباً.

Used when you want to receive a letter in reply

Write back soon.

أكتب \ أكتبي لي قريباً.

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

Do write back when...

أكتب \ أكتبي لي عندما...

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

Send me news, when you know anything more.

اكتب لي عندما يجدّ جديد في الموضوع.

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

Take care.

اعتن \ اعتني بنفسك.

Used when writing to family and friends

I love you.

أحبك.

Used when writing to your partner

Best wishes,

أجمل الأمنيات،

Informal, used between family, friends or colleagues

With best wishes,

مع أجمل الأمنيات،

Informal, used when writing to family or friends

# Personal Letter

Kindest regards,

Informal, used when writing to family or friends

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أطيب التحيات،

All the best,

Informal, used when writing to family or friends

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مع أجمل التمنيات،

All my love,

Informal, used when writing to family or friends

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مع كل عبارات الحب،

Lots of love,

Informal, used when writing to family

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محبتتي،

Much love,

Informal, used when writing to family

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كل الحب،