

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.

Chinese

N. Summerbee先生
Main大街335号
纽约, 纽约, 92926

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

Jeremy Rhodes
Silverback街道212号
棕榈泉, 加利福尼亚, 92926

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

Adam Smith
Crossfield街8号
伯明翰
西密德兰
B29 1WQ

Sally Davies
155 Mountain Rise
Antogonish NS B2G 5T8

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

Sally Davies
Mountain Rise路155号
Antogonish, 新斯科舍省 B2G 5T8

Personal Letter

Celia Jones
47 Herbert Street
Floreat
Perth WA 6018

Celia Jones
Herbert街47号
Floreat省
珀斯市 WA 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
国王大街745号
西区, 惠灵顿 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

Chinese

亲爱的约翰,

Dear Mum / Dad,
Informal, standard way of addressing your parents

亲爱的妈妈/爸爸,

Dear Uncle Jerome,
Informal, standard way of addressing a member of your family

亲爱的Jerome叔叔,

Hello John,
Informal, standard way of addressing a friend

你好, 约翰,

Hey John,
Very informal, standard way of addressing a friend

嘿, 约翰,

John,
Informal, direct way of addressing a friend

约翰,

Personal Letter

My Dear,
Very informal, used when addressing a loved one

我亲爱的，

My Dearest,
Very informal, used when addressing a partner

我最亲爱的，

Dearest John,
Informal, used when addressing a partner

最亲爱的约翰，

Thank you for your letter.
Used when replying to correspondence

谢谢您的来信。

It was good to hear from you again.
Used when replying to correspondence

很高兴再次收到您的来信。

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

对不起，这么久没有给你写信。

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

自从我们上次联系已经过了很长时间了。

Letter - Main Body

English

I am writing to tell you that...
Used when you have important news

Chinese

我给您写信是为了告诉您...

Have you made any plans for...?
Used when you want to invite someone to an event or meet up with them

你有没有...的计划？

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

非常感谢发送/邀请/附上...

I am very grateful to you for letting me know / offering me / writing to me...
Used when sincerely thanking someone for telling you something / offering you something / writing to you regarding something

非常谢谢您让我知道/为我提供/写信告诉我...

Personal Letter

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

非常感谢您给我写信/邀请我/给我发...

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

I am delighted to announce that...

很高兴宣布...

Used when announcing good news to friends

I was delighted to hear that...

听到...我非常高兴

Used when relaying a message or news

I am sorry to inform you that...

很遗憾地告诉你们...

Used when announcing bad news to friends

I was so sorry to hear that...

听到...很遗憾

Used when comforting a friend regarding bad news that they had

Letter - Closing

English

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

Chinese

向...致以我的祝福并告诉他们我很想念他们。

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

...sends his / her love.

...致上他/她的祝福。

Used when adding someone else's regards to a letter

Say hello to...for me.

代我向...问好。

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

I look forward to hearing from you soon.

我期待着尽快能收到您的回复。

Used when you want to receive a letter in reply

Write back soon.

尽快回复。

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

Do write back when...

当...，请回复

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

Personal Letter

Send me news, when you know anything more. 如果你有更多消息时，请发送给我。
Used when you want the recipient to reply only when they have news of something

Take care. 保重。
Used when writing to family and friends

I love you. 我爱你。
Used when writing to your partner

Best wishes, 衷心的祝福，
Informal, used between family, friends or colleagues

With best wishes, 致以最衷心的祝福，
Informal, used when writing to family or friends

Kindest regards, 最衷心的问候，
Informal, used when writing to family or friends

All the best, 一切顺利，
Informal, used when writing to family or friends

All my love, 致以我的祝福，
Informal, used when writing to family or friends

Lots of love, 衷心祝福，
Informal, used when writing to family

Much love, 衷心祝福，
Informal, used when writing to family
