

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.

Japanese

123-1234
東京都渋谷区代々木 1 2 3 4
佐藤太郎様

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, 212 Silverback Drive, California
Springs CA 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, 8 Crossfield Road, Selly Oak,
Birmingham, West Midlands, 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, 155 Mountain Rise, Antogonish NS B2G
5T8

Personal Letter

Celia Jones
47 Herbert Street
Floreat
Perth WA 6018

Celia Jones, TZ Motors, 47 Herbert Street, Floreat,
Perth 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, Aquatechnics Ltd., 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

Hello John,

Informal, standard way of addressing a friend

Hey John,

Very informal, standard way of addressing a friend

John,

Informal, direct way of addressing a friend

Japanese

佐藤君へ

お母さんへ / お父さんへ

太郎おじさんへ

佐藤君へ

太郎くんへ

太郎くんへ

Personal Letter

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

太郎へ

My Dearest,
Very informal, used when addressing a partner

太郎へ

Dearest John,
Informal, used when addressing a partner

太郎へ

Thank you for your letter.
Used when replying to correspondence

お手紙ありがとう。

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

久しぶりに手紙をもらってうれしかったよ。

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

長い間連絡してなくてごめんね。

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

しばらく連絡を取ってなかったね。

Letter - Main Body

English

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

Japanese

.....をお知らせします。

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

.....に何か予定はありますか？

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

送ってくれて / 招待してくれて / 教えてくれてどうもありがとう。

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

教えてくれて / 申し出てくれて /のことで手紙をくれて本当感謝しています。

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

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

手紙をくれて / 招待してくれて / を送ってくれて本当に感謝しています。

I am delighted to announce that...

Used when announcing good news to friends

. . . . を報告します。

I was delighted to hear that...

Used when relaying a message or news

. . . . ということを聞いてうれしいです。

I am sorry to inform you that...

Used when announcing bad news to friends

残念だけど をお知らせます。

I was so sorry to hear that...

Used when comforting a friend regarding bad news that they had

. . . . を聞いて私も悲しいです。

Letter - 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

Japanese

. . . . に、私が寂しがっていることを伝えておいてください。

...sends his / her love.

Used when adding someone else's regards to a letter

. . . . がよろしく言っていました。

Say hello to...for me.

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

. . . . によろしく言っておいてね。

I look forward to hearing from you soon.

Used when you want to receive a letter in reply

お返事を待っています。

Write back soon.

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

はやく返事を書いてね。

Do write back when...

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

. . . . の時は連絡してください。

Personal Letter

Send me news, when you know anything more.

なにか報告があったらまた教えてください。

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

Take care.

元気でね

Used when writing to family and friends

I love you.

好きだよ

Used when writing to your partner

Best wishes,

じゃあね

Informal, used between family, friends or colleagues

With best wishes,

じゃあね

Informal, used when writing to family or friends

Kindest regards,

またね

Informal, used when writing to family or friends

All the best,

元気でね

Informal, used when writing to family or friends

All my love,

元気でね

Informal, used when writing to family or friends

Lots of love,

元気でね

Informal, used when writing to family

Much love,

体に気をつけてね

Informal, used when writing to family