

# Personal Letter

## Letter - Address

### Greek

Κυρ. Ιωάννου  
Οδ. Δωριέων 34  
Τ.Κ 8068, Λάρισα

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

---

### Vietnamese

Ông Nguyễn Văn A  
219 Đội Cấn, Ba Đình  
Hà Nội, Việt Nam

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

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

**Celia Jones**  
**47 Herbert Street**  
**Floreat**  
**Perth WA 6018**

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

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

## Letter - Opening

### Greek

Αγαπητέ Ιωάννη,

Informal, standard way of addressing a friend

### Vietnamese

Gửi Vi,

Αγαπητέ πατέρα / Αγαπητή μητέρα,

Informal, standard way of addressing your parents

Gửi bố / mẹ,

Αγαπητέ θείε Βασίλη,

Informal, standard way of addressing a member of your family

Cháu chào chú Triều,

Γεια σου Γιαννάκη,

Informal, standard way of addressing a friend

Lam thân mến,

Έλα Γιαννάκη,

Very informal, standard way of addressing a friend

Thương thân mến,

Γιαννάκη,

Informal, direct way of addressing a friend

Tùng à,

# Personal Letter

Αγάπη μου,

Very informal, used when addressing a loved one

**Bạn / bố / mẹ thân yêu,**

Αγάπη μου,

Very informal, used when addressing a partner

**Anh / Em thân yêu,**

Αγαπημένε μου Γιαννάκη / Αγαπημένη μου Γκλόρια

Informal, used when addressing a partner

**Trúc thân yêu,**

Ευχαριστώ για το γράμμα σου.

Used when replying to correspondence

**Cảm ơn bạn đã gửi thư cho mình.**

Ευχαριστήθηκα πολύ, που άκουσα από εσάς.

Used when replying to correspondence

**Mình rất vui khi nhận được thư của bạn.**

Λυπάμαι πολύ που δεν έχω γράψει για τόσο πολύ καιρό.

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

**Mình xin lỗi vì lâu lắm rồi mình không viết thư cho bạn.**

Έχει πολύ καιρό που δεν έχουμε μιλήσει.

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

**Đã lâu lắm rồi chúng ta không liên lạc với nhau.**

## Letter - Main Body

### Greek

Γράφω για να σας ειδοποιήσω ότι...

Used when you have important news

### Vietnamese

**Mình viết thư này để báo với bạn rằng...**

Έχεις σχέδια για...;

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

**Bạn có rảnh vào...?**

Πολλές ευχαριστίες για την αποστολή / πρόσκληση / σύνναψη...

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

**Cảm ơn bạn đã gửi thư / lời mời / đồ / quà cho mình.**

Είμαι πραγματικά ευγνώμων για τις πληροφορίες / τις προσφορές / αυτό το γράμμα...

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

**Mình rất vui khi nhận được thư / lời mời / đồ / quà bạn gửi.**

Ήταν πολύ ευγενικό εκ μέρους σου να γράψεις / με προσκαλέσεις / να μου στείλεις...

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

**Mình rất vui khi nhận được thư / lời mời / đồ / quà bạn gửi.**

Είμαι στην ευχάριστη θέση να ανακοινώσω ότι...

Used when announcing good news to friends

**Mình xin vui mừng thông báo rằng...**

Χάρηκα που άκουσα ότι...

Used when relaying a message or news

**Mình rất vui khi được biết...**

Λυπούμε να σε πληροφορήσω ότι...

Used when announcing bad news to friends

**Mình rất tiếc phải báo rằng...**

Λυπήθηκα όταν άκουσα ότι...

Used when comforting a friend regarding bad news that they had

**Mình rất tiếc khi hay tin...**

## Letter - Closing

### Greek

Δώσε την αγάπη μου στον/στην... και πες του/της πόσο πολύ μου λείπει.

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

### Vietnamese

**Nhờ bạn chuyển lời tới... hộ mình là mình rất yêu và nhớ mọi người.**

...στέλνει τους χαιρετισμούς του/της.

Used when adding someone else's regards to a letter

**... gửi lời chào cho bạn.**

χαιρέτησε τον / την... από μέρος μου.

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

**Cho mình gửi lời chào tới...**

Θα χαιρόμουν πολύ να ακούσω νέα σου σύντομα.

Used when you want to receive a letter in reply

**Mình rất mong sớm nhận được hồi âm của bạn.**

γράψε μου σύντομα.

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

**Hãy hồi âm cho mình sớm nhé.**

Γράψε μου όταν...

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

**Hãy hồi âm cho mình khi...**

# Personal Letter

Στείλε μου νέα, όταν ξέρεις περισσότερα.

**Khi nào biết thêm tin gì mới thì hãy báo cho mình nhé.**

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

Να σε καλά.

**Bạn / bố / mẹ giữ gìn sức khỏe nhé.**

Used when writing to family and friends

Σε αγαπώ.

**Em yêu anh / Anh yêu em.**

Used when writing to your partner

Τις καλύτερες ευχές μου,

**Thân ái,**

Informal, used between family, friends or colleagues

Με τις καλύτερες ευχές μου,

**Thân,**

Informal, used when writing to family or friends

Αγάπη,

**Thân thương,**

Informal, used when writing to family or friends

Με τις καλύτερες ευχές,

**Thân mến,**

Informal, used when writing to family or friends

Με αγάπη,

**Thân mến,**

Informal, used when writing to family or friends

Με όλη μου την αγάπη,

**Thân thương,**

Informal, used when writing to family

Πολλή αγάπη,

**Thân thương,**

Informal, used when writing to family