

Personal Letter

Letter - Address

Hungarian

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.

English

Mr. N. Summerbee
335 Main Street
New York NY 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
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

Hungarian

Kedves John!

Informal, standard way of addressing a friend

English

Dear John,

Kedves Anya / Apa!

Informal, standard way of addressing your parents

Dear Mum / Dad,

Kedves Jerome Nagybácsi!

Informal, standard way of addressing a member of your family

Dear Uncle Jerome,

Szia John!

Informal, standard way of addressing a friend

Hello John,

Szia John!

Very informal, standard way of addressing a friend

Hey John,

John!

Informal, direct way of addressing a friend

John,

Personal Letter

Kedvesem / Drágám!

Very informal, used when addressing a loved one

My Dear,

Kedvesem / Drágám!

Very informal, used when addressing a partner

My Dearest,

Drága John!

Informal, used when addressing a partner

Dearest John,

Köszönöm a leveledet.

Used when replying to correspondence

Thank you for your letter.

Jó volt megint hallani felőled.

Used when replying to correspondence

It was good to hear from you again.

Nagyon sajnálom, hogy olyan sokáig nem írtam.

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.

Olyan régóta nem beszéltünk már.

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

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

Letter - Main Body

Hungarian

Azért írok, hogy elmondjam ...

Used when you have important news

English

I am writing to tell you that...

Van már valami programod...?

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

Have you made any plans for...?

Nagyon köszönöm, hogy elküldted / meghívtál / mellékelted...

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

Many thanks for sending / inviting / enclosing...

Nagyon hálás vagyok, hogy elmondtad / felkínáltad / írtál nekem...

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

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

Personal Letter

Nagyon kedves volt tőled, hogy írtál / meghívtál / elküldted...

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

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

Örömmel jelentem be, hogy ...

Used when announcing good news to friends

I am delighted to announce that...

Örömmel hallottam, hogy ...

Used when relaying a message or news

I was delighted to hear that...

Sajnálattal értesítelek, hogy ...

Used when announcing bad news to friends

I am sorry to inform you that...

Sajnálattal hallottam, hogy ...

Used when comforting a friend regarding bad news that they had

I was so sorry to hear that...

Letter - Closing

Hungarian

Add át üdvözetemet a ... és mondd meg nekik, hogy mennyire hiányoznak.

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.

... is üdvözetét küldi.

Used when adding someone else's regards to a letter

...sends his / her love.

Üdvözöld...-t helyettem is.

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

Say hello to...for me.

Várom a válaszodat.

Used when you want to receive a letter in reply

I look forward to hearing from you soon.

Írj hamar.

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

Write back soon.

Írj, amint

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

Do write back when...

Personal Letter

Írj, ha többet megtudsz.

Send me news, when you know anything more.

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

Vigyázz magadra.

Take care.

Used when writing to family and friends

Szeretlek

I love you.

Used when writing to your partner

Legjobbakat!

Best wishes,

Informal, used between family, friends or colleagues

Kívánom a legjobbakat! / Legjobbakat!

With best wishes,

Informal, used when writing to family or friends

Üdvözlettel,

Kindest regards,

Informal, used when writing to family or friends

Legjobbakat!

All the best,

Informal, used when writing to family or friends

Szeretettel,

All my love,

Informal, used when writing to family or friends

Szeretettel, / Sok puszi,

Lots of love,

Informal, used when writing to family

Szeretettel, / Sok puszi,

Much love,

Informal, used when writing to family