

Personal Letter

Letter - Address

Spanish

Sr. Juan Pérez
Av. Galileo 110
Colonia Polanco
C.P. 12560 México, D.F.

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

German

Herrn Peter Müller
Falkenstraße 28
20140 Hamburg
Deutschland

Sr. Juan Pérez
Av. Galileo 110
12560 Madrid (Madrid)

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

Sr. Juan Pérez
Av. Galileo 1102
2560 Quilmes, Provincia de Buenos Aires

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

Sra. Celia Jones
TZ Motors
47 Herbert Street
Floreat
Perth WA 6018

Ms. 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

Sra. L. Marshall
Aquatechnics Ltd.
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

Spanish

Querido Juan:

Informal, standard way of addressing a friend

Mamá / Papá:

Informal, standard way of addressing your parents

Querido tío José:

Informal, standard way of addressing a member of your family

Hola Juan:

Informal, standard way of addressing a friend

Hola Juan:

Very informal, standard way of addressing a friend

German

Lieber Johannes,

Liebe(r) Mama / Papa,

Lieber Onkel Hieronymus,

Hallo Johannes,

Hey Johannes,

Personal Letter

Juan: Informal, direct way of addressing a friend	Johannes,
Querido: Very informal, used when addressing a loved one	Mein(e) Liebe(r),
Mi amor: Very informal, used when addressing a partner	Mein(e) Liebste(r),
Amado Juan: Informal, used when addressing a partner	Liebster Johannes,
Gracias por su / tu carta. Used when replying to correspondence	Vielen Dank für Deinen Brief.
Fue un placer escuchar de ti / usted. Used when replying to correspondence	Ich habe mich gefreut, wieder von Dir zu hören.
Disculpa que no te haya escrito desde hace tanto... Used when writing to an old friend you haven't contacted for a while	Es tut mir leid, dass ich Dir so lange nicht mehr geschrieben habe.
Ha pasado tanto tiempo desde nuestro último contacto. Used when writing to an old friend you haven't contacted for a long time	Es ist sehr lange her, dass wir voneinander gehört haben.
Letter - Main Body	
Spanish Escribo para decirle / decirte que... Used when you have important news	German Ich schreibe Dir, um Dir zu berichten, dass...
¿Tienes / Tiene planes para... ? Used when you want to invite someone to an event or meet up with them	Hast Du schon Pläne für...?
Muchas gracias por enviar / invitar / adjuntar... Used when thanking someone for sending something / inviting someone somewhere / enclosing some information	Vielen Dank für die Zusendung / die Einladung / das Senden von...

Personal Letter

Estoy muy agradecido(a) por hacerme saber /
ofrecerme / escribirme

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

Ich bin Dir sehr dankbar für die Information / das Angebot / den Brief...

Fue un bello gesto de tu / su parte haberme escrito / invitado / enviado

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

Es war wirklich nett von Dir, mir zu schreiben / mich einzuladen / mir ... zu schicken.

Me complace anunciar que...

Used when announcing good news to friends

Ich freue mich, Dir zu berichten, dass...

Estoy encantado(a) de escuchar que...

Used when relaying a message or news

Ich habe mich sehr gefreut, zu hören, dass...

Siento informarte que...

Used when announcing bad news to friends

Leider muss ich Dir berichten, dass...

Lamenté mucho cuando escuché que...

Used when comforting a friend regarding bad news that they had

Es tut mir so leid, zu erfahren, dass...

Letter - Closing

Spanish

Envía cariños a X... y diles cuánto los extraño.

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

German

Liebe Grüße an... . Bitte richte ihnen aus, wie sehr ich sie vermisse.

X te envía muchos cariños.

Used when adding someone else's regards to a letter

... grüßt herzlich.

Saluda a X de mi parte.

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

Bitte grüße... von mir.

Espero saber de ti pronto.

Used when you want to receive a letter in reply

Ich freue mich, bald von Dir zu hören.

Escríbeme pronto.

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

Schreib mir bitte bald zurück.

Personal Letter

Escíbeme cuando...

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

Bitte schreib mir zurück, wenn...

Escíbeme cuando tengas más información.

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

Bitte benachrichtige mich, wenn Du mehr weisst.

Cuídate / Cuídense

Used when writing to family and friends

Mach's gut.

Te amo,

Used when writing to your partner

Ich liebe Dich.

Cariños,

Informal, used between family, friends or colleagues

Herzliche Grüße

Cariños,

Informal, used when writing to family or friends

Mit besten Grüßen

Cariños,

Informal, used when writing to family or friends

Beste Grüße

Mis mejores deseos,

Informal, used when writing to family or friends

Alles Gute

Con todo mi amor,

Informal, used when writing to family or friends

Alles Liebe

Con todo mi amor,

Informal, used when writing to family

Alles Liebe

Con amor,

Informal, used when writing to family

Alles Liebe