

# Personal Letter

## Letter - Address

### Turkish

Sayın Ahmet Koril, Kalapak A.Ş.  
Kadife sokak no:17  
34705, Bostancı, Kadıköy, İstanbul

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

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### Polish

**Sz.P. Michał Kopiejka**  
**ul. B. Prusa 32/29**  
**91-075 Łódź**

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

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**Jeremy Rhodes**  
**212 Silverback Drive**  
**California Springs CA 92926**

Adam Smith  
8 Crossfield Yolu  
Selly Oak  
Birmingham  
West Midlands  
B29 1WQ

British and Irish address format:  
Name of recipient  
Number + street name  
Town/city name  
County  
Postal code

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**Adam Smith**  
**8 Crossfield Road**  
**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

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**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

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**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

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

## Letter - Opening

### Turkish

Sevgili Can,

Informal, standard way of addressing a friend

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### Polish

**Drogi Janie,**

Sevgili Anne / Baba,

Informal, standard way of addressing your parents

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**Droga Mamo/Drogi Tato, / Kochani Rodzice,**

Sevgili Cihat Amca,

Informal, standard way of addressing a member of your family

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**Drogi Wujku,**

Merhaba Can,

Informal, standard way of addressing a friend

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**Cześć Michale,**

Hey Can,

Very informal, standard way of addressing a friend

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**Hej Janku,**

Can,

Informal, direct way of addressing a friend

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**Janku,**

Canım,  
Very informal, used when addressing a loved one

**Mój Drogi/Moja Droga,**

Benim sevgili ...,  
Very informal, used when addressing a partner

**Mój Najdroższy/Moja Najdroższa,**

Çok sevgili Can,  
Informal, used when addressing a partner

**Najdroższy/Najdroższa,**

Mektubun için teşekkürler.  
Used when replying to correspondence

**Dziękuję za Twój list.**

Senden tekrar haber almak güzeldi.  
Used when replying to correspondence

**Cieszę się, że się odezwałeś/-aś.**

Uzun süredir yazmadığım için üzgünüm.  
Used when writing to an old friend you haven't contacted for a while

**Przepraszam, że nie pisałem/-am tak długo.**

Konuşmayı çok uzun zaman oldu.  
Used when writing to an old friend you haven't contacted for a long time

**Minęło sporo czasu od naszego ostatniego kontaktu.**

## Letter - Main Body

### Turkish

Sana ...'yı anlatmak için yazıyorum.  
Used when you have important news

### Polish

**Piszę, by przekazać Ci...**

... için herhangi bir plan yaptınız mı?  
Used when you want to invite someone to an event or meet up with them

**Czy masz już plany na...?**

Gönderdiğiniz / davet ettiğiniz / eklediğiniz için çok teşekkür ederim.

**Dziękuję bardzo za przesłanie/zaproszenie/załączenie...**

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

Bildirdiğiniz için / teklif ettiğiniz için / yazdığınız için çok minnettarım size.

**Jestem Ci bardzo wdzięczny za poinformowanie mnie/zaoferowanie mi/napisanie mi...**

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

Bana yazmanız / beni davet etmeniz / bana ...  
göndermeniz son derece kibar dır.

**Jak miło, że do mnie napisałeś/mnie zaprosiłeś  
do/przesłałeś mi...**

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

Bunu duyurmaktan son derece memnunum ki ...  
Used when announcing good news to friends

**Z przyjemnością powiadamiam, że...**

Bunu duyduğumda çok memnun kalmıştım ki ...  
Used when relaying a message or news

**Ucieszyłem się słysząc, że...**

Bunu söylediğim için üzgünüm ama ...  
Used when announcing bad news to friends

**Z przykrością piszę, że...**

...'ı ilk duyduğumda çok üzıldüm.

**Tak przykro mi słyszeć, że...**

Used when comforting a friend regarding bad news that they had

## Letter - Closing

### Turkish

...'a sevgimi ilet ve onları ne kadar özlediğimi söyle.

### Polish

**Ucałuj ode mnie ... i przekaż im, jak bardzo za nimi  
tęsknię.**

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

... sevgisini yolluyor.

**Pozdrowienia od...**

Used when adding someone else's regards to a letter

...'a selamımı ilet benim için.

**Pozdrów ode mnie...**

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

Çok yakında senden haber almayı dört gözle  
bekliyorum.

**Czekam na Twoją odpowiedź.**

Used when you want to receive a letter in reply

Hemen cevap yaz.

**Odpisz szybko.**

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

... olduğunda lütfen cevap yaz.

**Odpisz, gdy...**

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

# Personal Letter

Daha fazla bilgi olduğunda beni haberdar et.

**Napisz, gdy będziesz miał jakieś nowe informacje.**

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

Kendinize iyi bakın.

**Trzymaj się ciepło.**

Used when writing to family and friends

Seni seviyorum.

**Kocham Cię.**

Used when writing to your partner

En iyi dileklerle,

**Pozdrawiam serdecznie,**

Informal, used between family, friends or colleagues

En iyi dileklerle,

**Pozdrawiam ciepło,**

Informal, used when writing to family or friends

En derin saygılarımla,

**Serdecznie pozdrawiam,**

Informal, used when writing to family or friends

Sevgiyle kalın,

**Ściskam,**

Informal, used when writing to family or friends

Tüm sevgimle,

**Buziaki,**

Informal, used when writing to family or friends

Tüm sevgimle,

**Ściskam serdecznie,**

Informal, used when writing to family

Çokça sevgiyle,

**Mnóstwo buziaków,**

Informal, used when writing to family