



Letter Expressions Formal & Informal

Formal	Informal
used when writing school essays , cover letters for job applications, or emails and letters at work	used when communicating with friends, children, and relatives
Dear Sir or Madam	Hi Robert
I am writing to inform you...	Just wanted to let you know...
Yours sincerely / Yours faithfully	Love / Cheers / Yours Truly / Best regards/ Kind regards
You can call me if you need anything	Please do not hesitate to contact me
I look forward to hearing from you	Hope to hear from you soon

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Lei Shi



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