

## My new phrases for emails

**Instructions:** 1. Make a copy or download the document. 2. Add more useful phrases. 3. Next time you write an email, copy and paste them directly from the document.

	Less formal	More formal
<b>Salutation</b>	<i>Hi / Hey [First name]</i>	<i>Dear [Name of group or department]</i>
	<i>Good morning</i>	<i>To whom it may concern</i>
<b>Opening</b>	<i>I'm writing about...</i>	<i>With reference to...</i>
	<i>After our conversation last week,....</i>	<i>Further to our conversation last week,...</i>
<b>Body</b>	<i>It would be great if you could...</i>	<i>We would appreciate it if you could...</i>
	<i>Can you please...</i>	<i>Please could you...</i>
<b>Closing</b>	<i>If you need anything else, just let me know.</i>	<i>If you need any further information, please do not hesitate to contact us.</i>
	<i>Kind/Best regards</i>	<i>Yours faithfully (when you don't know the name of the person)</i>
		<i>Yours sincerely (when you know the name of the person)</i>
<b>Other phrases</b>	<i>Please find attached...</i>	<i>In attachment, you will find...</i>
	<i>I can't wait to...</i>	<i>I am looking forward to...</i>