

Formal and Informal letters (AT)

How do you begin formal letters?

It depends if you know the person or not. If you do not know the person you start with **“Sehr geehrte Damen und Herren”** which means “Dear Sir or/and Madame”. If you do know the name of your Business Partner you say **“Sehr geehrter Herr/ Sehr geehrte Frau”** which means “Dear Mr./ Dear Mrs.”. Academic Titles like professor or doctor are very important in Austria.

How do you begin informal letters?

Our informal letters start with **“Hallo!”** or **“Grüß dich!”** which means “Hello!” or “Hello there”. We keep it very short.

How do you finish formal letters?

On the bottom of your letter you could say **“Mit freundlichen Grüßen”** which means “Best regards” or you just write your name without too many words.

How do you finish informal letters?

We finish our informal letters with **“Bis bald.”** or **“Liebe Grüße.”** which means “Bye for now.” or “Best regards.”

What is the difference in them in style?

The begin and the finish of a formal letter is a lot of longer than the begin and finish of an informal letter. The formal style has to be politer than the other one. You can only use the informal form if you write with a good relative or a friend.

Formal and Informal letters (BG)

How do you begin formal letters?

If you do not know the person you start with **“Уважаеми госпожи и господа”** which means “Dear Sir or/and Madame”. If you do know the name of your Business Partner you say **“Уважаеми господин Петров”** which means “Dear Mr.Petrov.”

How do you begin informal letters?

We usually write **“Здравей Иване”** which means “Hello Ivan”.

How do you finish formal letters?

On the bottom of the letter you write **“С уважение, Ани Иванова”** which means “Best regards, Ani Ivanova.”

How do you finish informal letters?

We finish with the words **“Чао”** or **“До скоро”** which means “Bye’ or “See you soon”.

What is the difference in them in style?

Formal letters are very polite and they have a strict form; informal letters usually have everyday forms, colloquial words, short forms and contractions.

Formal and Informal letters (CZ)

How do you begin formal letters?

When you write a Czech formal letter and you don't know the name of the person you are writing to, begin with **Vážení** (Dear Sir/Madam, Dear Sirs), if you know the name, you begin with **Vážený pane Nováku/Vážená paní Nováková** (Dear Mr/Mrs Novák). Your address is on the right side, with the date below. The address of the person you are writing to is to the left.

How do you begin informal letters?

We start a Czech informal letter with **Milá Evo/Ahoj Evo** (Dear/ Hi Eva).

How do you finish formal letters?

We finish Czech formal letters with **S pozdravem** (Yours faithfully/ Yours sincerely). It doesn't matter if you know the name of the person you are writing to or not.

How do you finish informal letters?

We usually finish a Czech informal letter with phrases like **S láskou** (With love), **Měj se hezky** (Have a good time), **Tvůj/Tvá** (Yours), or **Zatím** (See you soon).

What is the difference in them in style?

In informal letters we can use colloquial words and the letter doesn't have a strict given structure. In formal letters we have to use polite phrases like **Ocenili bychom** (We would appreciate) and set rules for business correspondence.

Formal and Informal letters (RO)

How do you begin formal letters?

We begin our formal letters with "Stimate Domn/Stimata Doamna" which means "Dear Sir/Madam".

How do you begin informal letters?

When we write an informal letter we start it with "Draga+prenume" which means "Dear+first name".

How do you finish formal letters?

We usually finish our formal letters using "Yours faithfully" which we translate "Cu stima".

How do you finish informal letters?

On the bottom of the letter you write "Cu drag+prenumele expeditorului" which means "Love+first name of the sender".

What is the difference in them in style?

Short forms, colloquial language, idioms are allowed in informal style, while formal style should focus on different grammatical structures, fixed expressions, long forms.

Formal and Informal letters (SLO)

How do you begin formal letters?

You start with your name and address in the top left corner. Then comes the date and place of writing on the right side of the page. After that you continue on the left and write name and address of the person you are writing to. Then we must address the content or affair of the letter. We usually write that in capital letters. The letter itself begins either with Dear Mr/Mrs Evans or Dear Sir/Madam and for the final punctuation mark you can choose between an exclamation mark and a comma, which you decide based on the situation.

How do you begin informal letters?

With informal letters, we have many different options. It is your choice if you write the date and place where it was written. Name and address of a receiver or sender aren't used. We address the reader with Dear Josh/Hello Sam. For the final punctuation mark we use either an exclamation mark or a comma.

How do you finish formal letters?

You can finish a formal letter just with greetings/kind regards, where we don't use a final punctuation mark. A mark is used only in case of using a verb or a phrase (I hope to hear from you soon). And lastly, on the bottom of the page on the right side we write our full name, job position and signature.

How do you finish informal letters?

We finish it by using simple phrases as: with love, see you soon and your name or signature.

What is the difference in them in style?

The biggest difference is in length and language use. In formal letters we use formal expressions, proper paragraphing and detailed content. On the other hand, with informal letters we are usually a lot more comfortable with everyday language use and even slang expressions are possible.

Formal and Informal letters (SK)

How do you begin formal letters?

If you know the name of who you are writing to you begin Dear Mr/Mrs Brown, if you do not know, Dear Sir/Madam. On the right you write your address, with the date below, on the left the address of the person who you are writing to.

How do you begin informal letters?

There is no address nor date, just Dear /Hi John/Susan

How do you finish formal letters?

There are useful phrases for finishing, if you started the letter with a name, you write yours sincerely, if you started it with Dear Sir/Madam, you write yours faithfully

Other useful phrases: I look forward to hearing from you soon, I hope to hear from you soon, Kind regards.

Your full name

How do you finish informal letters?

You write : see you soon, best wishes with love and your name.

What is the difference in them in style?

No shortened forms, formal expressions, proper paragraphing in formal letters

Shortened forms, informal expressions are possible.

Formal and Informal letters(HU)

How do you begin formal letters?

In formal correspondence in Hungarian we use:

If you don't know the addressee

Tisztelt Cím! – Dear Address! (always with an exclamation mark)

or

Tisztelt Címzett! – Dear Addressee!

Tisztelt Hölgyem / Uram! – Dear Madam / Sir!

Tisztelt Hölgyem! – Dear Madam!

Tisztelt Uram! – Dear Sir!

If you know your addressee by name:

Tisztelt Kovács Asszony! – Dear Mrs or Ms Kovács!

Tisztelt Kovács Úr! – Dear Mr Kovács!

If it is applicable, we always have to indicate titles such as

Tisztelt Tanár Úr! – Dear Mr Teacher!

Tisztelt Tanárnő – Dear Ms Teacher!

Tisztelt Doktor / Professor / Elnök / Igazgató Úr / Asszony – Dear Mr / Ms Doctor / Professor / President / Manager!

How do you begin informal letters?

Less formal

Tisztelt Kovács János! – Dear Mr Kovács János!

Informal:

Kedves János! – Dear János!

How do you finish formal letters?

Hungarian formal letters always have one of the following greetings at the end:

Tisztelettel – With respect

Üdvözlettel – Greetings

How do you finish informal letters?

Üdvözlettel – Greetings

Üdv – Yours

Szeretettel – With love

Sok szeretettel – With lots of love



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What is the difference in them in style?

A formal letter is a letter, written in formal language, in the stipulated format, for official purpose. A letter written in an friendly manner, to someone you are familiar with, is an informal letter.



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Formal and Informal letters(UKR)

How do you begin formal letters?

Formal letters are like in all the european countries and start with
“Dear Sir or Madam” (Шановний Пане/Пані)

How do you begin informal letters?

We usually start it with “Dear...” or Hello/Hi, dear ...

How are you?”

Привіт,...

Як справи?

How do you finish formal letters?

There are useful phrases for finishing, if you started the letter with a name, you write yours sincerely, if you started it with Dear Sir/Madam , you write yours faithfully

Other useful phrases:I look forward to hearing from you soon, I hope to hear from you soon,

Kind regards.

Your full name

З повагою,

XУ

How do you finish informal letters?

It depends whom we are writing. Here are many variants as if a boy/a girl is writing to a boy/a girl. Mostly we finish the letter with the words “Yours, ... (name)” or “Keep in touch”, Твій/Твоя ...

What is the difference in them in style?

There are more informal expressions, young people don't follow punctuation rules. In informal letters we can also use colloquial words and the letter doesn't have a strict given structure. In formal letters we have polite phrases like “Буду щиро вдячний” (I would appreciate) and set rules for business correspondence.