

We start a letter, which we want to post to someone, with a salutation

### Salutation

### Example

<b>Dear</b>	Dear John, Dear Mr Smith (Formal)
<b>Hi</b>	Hi Sue (Informal)
Dear Sir /Madam	If you don't know the person's name

We finish a letter with:

<b>From</b>	From Liz or from Mr Smith
<b>Warm regards</b>	Warm regards, Liz
<b>Yours faithfully,</b>	Yours Faithfully, Dr Smith (Formal)
<b>Yours sincerely ....</b>	Yours sincerely, Mrs Smith (Formal)

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We start an *email* with:

Hi	Hi Liz, how are you?
Good Morning	Morning, Alex

We finish an email with:

Talk soon	Talk soon, ciao for now
See you later	See you later, Houda
Warm regards	(Formal)

If the sender *knows* you, their email will start with Hi *Example*: Hi, Cuong.

**Dear** is generally *NOT* used in emails.

Sender does *not* know you: no salutation

Sender does *not* know you: Dear Liz (Big companies *pretend* to know you)

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## You Try

Email to a person you know well

Dear John / Hi John (*Choose one*)

Letter to gas company

Dear Sir or Madam/ Hi there

Email to a friend

Yours faithfully / see you later

Email to your child's school

Gooday mate / Hello Mrs Smith (school secretary)