

Letter - Opening

Dear John,

Querido Juan:

Informal, standard way of addressing a friend

Dear Mum / Dad,

Mamá / Papá:

Informal, standard way of addressing your parents

Dear Uncle Jerome,

Querido tío José:

Informal, standard way of addressing a member of your family

Hello John,

Hola Juan:

Informal, standard way of addressing a friend

Hey John,

Hola Juan:

Very informal, standard way of addressing a friend

John,

Juan:

Informal, direct way of addressing a friend

My Dear,

Querido:

Very informal, used when addressing a loved one

My Dearest,

Mi amor:

Very informal, used when addressing a partner

Dearest John,

Amado Juan:

Informal, used when addressing a partner

Thank you for your letter.

Gracias por su / tu carta.

Used when replying to correspondence

It was good to hear from you again.

Fue un placer escuchar de ti / usted.

Used when replying to correspondence

I am very sorry I haven't written for so long.

Disculpa que no te haya escrito desde hace tanto...

Used when writing to an old friend you haven't contacted for a while

It's such a long time since we had any contact.

Ha pasado tanto tiempo desde nuestro último contacto.

Used when writing to an old friend you haven't contacted for a long time

Letter - Main Body

I am writing to tell you that...

Escribo para decirle / decirte que...

Used when you have important news

Have you made any plans for...?

¿Tienes / Tiene planes para... ?

Used when you want to invite someone to an event or meet up with them

Many thanks for sending / inviting / enclosing...

Muchas gracias por enviar / invitar / adjuntar...

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

I am very grateful to you for letting me know / offering me / writing to me...

Estoy muy agradecido(a) por hacerme saber / ofrecerme / escribirme

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

It was so kind of you to write / invite me / send me...

Fue un bello gesto de tu / su parte haberme escrito / invitado / enviado

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

I am delighted to announce that...

Me complace anunciar que...

Used when announcing good news to friends

I was delighted to hear that...

Estoy encantado(a) de escuchar que...

Used when relaying a message or news

I am sorry to inform you that...

Siento informarte que...

Used when announcing bad news to friends

I was so sorry to hear that...

Lamenté mucho cuando escuché que...

Used when comforting a friend regarding bad news that they had

Letter - Closing

Give my love to...and tell them how much I miss them.

Envía cariños a X... y diles cuánto los extraño.

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

...sends his / her love.

X te envía muchos cariños.

Used when adding someone else's regards to a letter

Say hello to...for me.

Saluda a X de mi parte.

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

I look forward to hearing from you soon.

Espero saber de ti pronto.

Used when you want to receive a letter in reply

Write back soon.

Escríbeme pronto.

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

Do write back when...

Escríbeme cuando...

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

Send me news, when you know anything more.

Escríbeme cuando tengas más información.

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

Take care.

Cuídate / Cuídense

Used when writing to family and friends

I love you.

Te amo,

Used when writing to your partner

Best wishes,

Cariños,

Informal, used between family, friends or colleagues

With best wishes,

Cariños,

Informal, used when writing to family or friends

Kindest regards,

Cariños,

Informal, used when writing to family or friends

All the best,

Mis mejores deseos,

Informal, used when writing to family or friends

All my love,

Con todo mi amor,

Informal, used when writing to family or friends

Lots of love,

Con todo mi amor,

Informal, used when writing to family

Much love,

Con amor,

Informal, used when writing to family

LIVING ABROAD