**Writing a formal letter**

**A : Look at the table below and add the missing phrases.**

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|  | **Englisch** | **Deutsch** |
| **Date** | 1 February 2016  1st February 2016 |  |
| **Opening and closing salutation** | Dear Mrs/ Ms/ Mr Brown  Yours faithfully,  Yours sincerely, | Sehr geehrte Damen und Herren |
| **Opening sentences** |  | Ich schreibe Ihnen bezüglich… |
| **Asking questions** | Could you let me know if… |  |
| **Closing sentences** |  | Ich freue mich, bald von Ihnen zu hören. |

**B : Find the corresponding formal or informal meaning.**

|  |  |
| --- | --- |
| **formal** | **informal** |
| I’m writing regarding… |  |
|  | If you ask me… |
|  | Don’t you think that… |
| I would be grateful if you could… |  |
|  | Just ask if anything is unclear. |
| I look forward to your early reply. |  |