

Letter : Address

Mr. J. Rhodes Rhodes & Rhodes Corp. 212 Silverback Drive California Springs CA 92926	Mr. J. Rhodes Rhodes & Rhodes Corp. 212 Silverback Drive California Springs CA 92926	American address format: Name of recipient Company name Street number + street name Name of town + state abbreviation + zip code	Mr. Adam Smith Smith's Plastics 8 Crossfield Road Selly Oak Birmingham West Midlands B29 1WQ	Mr. Adam Smith Smith's Plastics 8 Crossfield Road Selly Oak Birmingham West Midlands B29 1WQ	British and Irish address format: Name of recipient Company name Number + street name Town/city name County Postal code
The Managing Director Fightstar Corporation 155 Mountain Rise Antogonish NS B2G 5T8	Claude Dubois Société Lecanada 44, rue des Océans Ottawa (Ontario) K1A 0A3	Canadian address format: Name of recipient Company name Street number + street name Name of town + province abbreviation + postal code	Ms. Celia Jones TZ Motors 47 Herbert Street Floreat Perth WA 6018	Jacques Durant Société Labelgique rue des Fleurs 25 1000 Bruxelles.	Australian address format: Name of recipient Company name Street number + street name Name of province Town/city name + postal code
Miss L. Marshall Aquatechnics Ltd. 745 King Street West End Wellington 0680	Stéphane Bajon Société Lasuisse 50 avenue de la République 1500 Genève.	New Zealand address format: Name of recipient Company name Number + street name Suburb/RD number/PO box Town/city + postal code	Mr. N. Summerbee Tyres of Manhattan. 335 Main Street New York NY 92926	Clarisse Beaulieu Société Lafrance 18, rue du Bac 75500 PARIS.	Standard English Address format: name of recipient, company name, street number + street name, name of town + region/state + zip/postal code.

Letter : Opening

Dear Mr. President,	Monsieur le président,	Very formal, recipient has a special title that must be used in place of their name	Dear Sir,	Monsieur,	Formal, male recipient, name unknown
Dear Madam,	Madame,	Formal, female recipient, name unknown	Dear Sir / Madam,	Madame, Monsieur,	Formal, recipient name and gender unknown
Dear Sirs,	Madame, Monsieur,	Formal, when addressing several unknown people or a whole department	To whom it may concern,	Aux principaux concernés,	Formal, recipient/s name and gender completely unknown
Dear Mr. Smith,	Monsieur Dupont,	Formal, male recipient, name known	Dear Mrs. Smith,	Madame Dupont,	Formal, female recipient, married, name known
Dear Miss Smith,	Mademoiselle Dupont,	Formal, female recipient, single, name known	Dear Ms. Smith,	Madame Dupont,	Formal, female recipient, name known, marital status unknown

Dear John Smith,	Monsieur Dupont,	Less formal, one has done business with the recipient before	Dear John,	Cher Benjamin,	Informal, one is personal friends with the recipient, relatively uncommon
We are writing to you regarding...	Nous vous écrivons concernant...	Formal, to open on behalf of the whole company	We are writing in connection with...	Nous vous écrivons au sujet de...	Formal, to open on behalf of the whole company
Further to...	Suite à...	Formal, to open regarding something you have seen from the company you are contacting	With reference to...	En référence à...	Formal, to open regarding something you have seen from the company you are contacting
I am writing to enquire about...	J'écris afin de me renseigner sur...	Less formal, to open on behalf of yourself for your company	I am writing to you on behalf of...	Je vous écris de la part de...	Formal, when writing for someone else
Your company was highly recommended by...	Votre société fut recommandée par...	Formal, polite way of opening			

Letter : Main Body

Would you mind if...	Si cela ne vous occasionne aucun désagrément...	Formal request, tentative	Would you be so kind as to...	Auriez-vous l'amabilité de...	Formal request, tentative
I would be most obliged if...	Je vous saurai gré de...	Formal request, tentative	We would appreciate it if you could send us more detailed information about...	Nous vous saurions gré si vous aviez l'obligeance de nous envoyer plus d'informations sur...	Formal request, very polite
I would be grateful if you could...	Je vous saurai gré de...	Formal request, very polite	Would you please send me...	Pourriez-vous me faire parvenir...	Formal request, polite
We are interested in obtaining/receiving...	Nous sommes intéressés par la réception de...	Formal request, polite	I must ask you whether...	Je me permets de vous demander si...	Formal request, polite
Could you recommend...	Pourriez-vous recommander...	Formal request, direct	Would you please send me...	Auriez-vous l'obligeance de m'envoyer...	Formal request, direct
You are urgently requested to...	Nous vous prions de...	Formal request, very direct	We would be grateful if...	Nous vous serions reconnaissants si...	Formal request, polite, on behalf of the company
What is your current list price for...	Quelle est votre liste des prix pour...	Formal specific request, direct	We are interested in ... and we would like to know ...	Nous sommes intéressés par ... et nous désirerions savoir ...	Formal enquiry, direct

We understand from your advertisement that you produce...	Nous comprenons de part votre publicité que vous produisez...	Formal enquiry, direct	It is our intention to...	Notre intention est de...	Formal statement of intent, direct
We carefully considered your proposal and...	Nous avons étudié votre proposition avec la plus grande attention et...	Formal, leading to a decision regarding a business deal	We are sorry to inform you that...	Nous regrettons de vous informer que...	Formal, rejection of a business deal or showing no interest in an offer

Letter : Closing

If you need any additional assistance, please contact me.	Pour toute aide supplémentaire, n'hésitez pas à me contacter.	Formal, very polite	If we can be of any further assistance, please let us know.	N'hésitez pas à nous contacter pour toute une aide supplémentaire.	Formal, very polite
Thanking you in advance...	En vous remerciant par avance...	Formal, very polite	Should you need any further information, please do not hesitate to contact me.	Nous restons à votre disposition pour toute information complémentaire.	Formal, very polite
I would be most grateful if you would look into this matter as soon as possible.	Je vous serais reconnaissant si vous pouviez étudier cette question aussi rapidement que possible.	Formal, very polite	Please reply as soon as possible because...	Merci de me répondre dès que possible, étant donné que...	Formal, polite
If you require any further information, feel free to contact me.	N'hésitez pas à me contacter pour davantage d'informations.	Formal, polite	I look forward to the possibility of working together.	Je me réjouis de la possibilité d'une future collaboration.	Formal, polite
Thank you for your help in this matter.	Merci pour votre aide.	Formal, polite	I look forward to discussing this with you.	Dans l'attente d'un entretien prochain.	Formal, direct
If you require more information ...	Si vous avez besoin de plus d'informations...	Formal, direct	We appreciate your business.	Merci de votre confiance.	Formal, direct
Please contact me - my direct telephone number is...	Merci de me contacter, mon numéro de téléphone est le...	Formal, very direct	I look forward to hearing from you soon.	Dans l'attente de votre réponse.	Less formal, polite
Yours faithfully,	Veuillez agréer l'expression de mes sentiments respectueux.	Formal, recipient name unknown	Yours sincerely,	Veuillez recevoir mes plus cordiales salutations.	Formal, widely used, recipient known
Respectfully yours,	Veuillez agréer mes salutations distinguées.	Formal, not widely used, recipient name known	Kind/Best regards,	Meilleures salutations,	Informal, between business partners who are on first-name terms
Regards,	Cordialement,	Informal, between business			

partners who work together
often
