

Useful phrases

Here are some phrases you can use to begin or end a letter:

- Dear Lucy | Yours faithfully | All the best | Dear Sir or Madam |
- Dear Mr Benson | Hi Robbie | Write soon | Dear Mark and Anna |
- See you soon | Dear Ms Foster | From | Yours sincerely | Love from |
- Best wishes | Thank you for your help

For each phrase, decide if it is used to begin or to end a letter. Then decide if the phrase is more useful for a letter to a friend or a letter to a business. Write each phrase in the correct box. (Sometimes a phrase can go in two boxes because it can be both formal and informal.)

Beginnings – letter to a friend	Beginnings – letter to a business
<i>Dear Lucy</i>	

Endings – letter to a friend	Endings – letter to a business