

Brief-formal

← Formal greeting
Liebe(r) _____,

Liebe is feminine, Lieber is masculine

← date
09.12.2011

begin with a lower case letter. Make sure if the person is addressed directly it is in the formal form. Most sentences will not be in the formal form but in "ich" or "wir" or "er/sie/es"

Beste Wünsche, or Schöne Grüße, ← Formal closing

Your name

Brief-informal

informal greeting- may be in body

no date needed

Hallo _____. Wie geht's? ... Body is much the same, but make sure to use informal language.

Tschüß

informal closing-may also be in the body of the letter

