

## How to write formal and informal emails in English.

Let's take a look at some common phrases for writing emails in English:

Echemos un vistazo a algunas frases comunes para escribir correos electrónicos en inglés:



### Formal emails:

Correos electrónicos formales:

- **"Dear Mr./Ms./Dr. [Last Name]" - Greetings for formal emails when addressing someone with a title.**

Saludos para correos electrónicos formales al dirigirse a alguien con un título.

*Example: "Dear Mr. Johnson,"*

- **"Thank you for your prompt response" - Expressing gratitude for a timely reply.**

Expresando gratitud por una respuesta oportuna.

*Example: "Thank you for your prompt response to my inquiry."*

- **"I am writing to inquire about..." - Introducing the purpose of the email in a polite manner.**

Introduciendo el propósito del correo de manera educada.

*Example: "I am writing to inquire about the availability of the product."*

- **"I would like to schedule a meeting..." - Requesting a meeting and suggesting potential dates and times.**

Solicitando una reunión y sugiriendo posibles fechas y horarios.

*Example: "I would like to schedule a meeting to discuss the upcoming project. Are you available next Tuesday or Thursday?"*

- **"Please find attached..." - Notifying the recipient about attached files or documents.**

Notificando al destinatario sobre archivos o documentos adjuntos.

*Example: "Please find attached the report you requested."*



### Informal emails:

Correos electrónicos informales:

- **"Hey [Name]" - Casual greeting for informal emails to friends or colleagues.**

Saludo informal para correos electrónicos a amigos o colegas.

*Example: "Hey Sarah,"*

- **"Just wanted to check in" - Starting a friendly and casual email to see how someone is doing.**

Comenzando un correo amigable e informal para preguntar cómo está alguien.

*Example: "Just wanted to check in and see how your weekend went."*

- **"I'm writing to ask for a favor" - Making a polite request in a friendly tone.**

Haciendo una solicitud educada en un tono amigable.

*Example: "I'm writing to ask for a favor. Could you please review the document I sent earlier?"*

- **"Let's meet up for lunch" - Proposing a casual get-together or meeting.**

Proponiendo un encuentro informal o una reunión.

*Example: "Let's meet up for lunch sometime this week. How about Thursday?"*

- **"Looking forward to hearing from you" - Expressing anticipation for a reply.**

Expresando anticipación por una respuesta.

*Example: "I look forward to hearing from you soon."*

We hope these examples of emails in English are helpful to you! Stay tuned for more tips and tricks on written communication in English in the coming weeks.

Remember to practice and dedicate time to improving your email writing skills, as consistent practice is key to mastering any language skill.

¡Esperamos que estos ejemplos de correos electrónicos en inglés te sean útiles! Mantente atento para más consejos y trucos sobre la comunicación escrita en inglés en las próximas semanas.

Recuerda practicar y dedicar tiempo a mejorar tus habilidades para escribir correos electrónicos, ya que la práctica constante

