

Letter - Address

English

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

Greek

Mr. J. Rhodes
Rhodes & Rhodes Corp.
212 Silverback Drive
California Springs CA 92926

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

Mr. Adam Smith
Smith's Plastics
8 Crossfield Road
Selly Oak
Birmingham
West Midlands
B29 1WQ

The Managing Director
Fightstar Corporation
155 Mountain Rise
Antogonish NS B2G 5T8

Canadian address format:

Name of recipient

Company name

Street number + street name

Name of town + province abbreviation + postal code

The Managing Director
Fightstar Corporation
155 Mountain Rise
Antogonish NS B2G 5T8

Ms. Celia Jones
TZ Motors
47 Herbert Street
Floreat
Perth WA 6018

Ms. Celia Jones
TZ Motors
47 Herbert Street
Floreat
Perth WA 6018

Business Letter

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

**Miss L. Marshall
Aquatechnics Ltd.
745 King Street
West End
Wellington 0680**

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

**Müller & Sohn GmbH
Herrn Peter Müller
Falkenstraße 28
20140 Hamburg
Deutschland**

Standard English Address format: name of recipient, company name, street number + street name, name of town + region/state + zip/postal code.

Letter - Opening

English

Dear Mr. President,

Very formal, recipient has a special title that must be used in place of their name

Dear Sir,

Formal, male recipient, name unknown

Dear Madam,

Formal, female recipient, name unknown

Dear Sir / Madam,

Formal, recipient name and gender unknown

Greek

Αξιότιμε κύριε Πρόεδρε,

Αγαπητέ κύριε,

Αγαπητή κυρία,

Αγαπητέ κύριε/κύρια,

Dear Sirs,

Formal, when addressing several unknown people or a whole department

Αγαπητοί κύριοι και κυρίες,

To whom it may concern,

Formal, recipient/s name and gender completely unknown

Προς κάθε/όποιον ενδιαφερόμενο,

Dear Mr. Smith,

Formal, male recipient, name known

Αξιότιμε κύριε Ιωάννου,

Dear Mrs. Smith,

Formal, female recipient, married, name known

Αξιότιμη κυρία Ιωάννου,

Dear Miss Smith,

Formal, female recipient, single, name known

Αξιότιμη δεσποινίδα Ιωάννου,

Dear Ms. Smith,

Formal, female recipient, name known, marital status unknown

Αξιότιμη κυρία Ιωάννου,

Dear John Smith,

Less formal, one has done business with the recipient before

Αγαπητέ κύριε Ιωάννου,

Dear John,

Informal, one is personal friends with the recipient, relatively uncommon

Αγαπητέ Ιωάννη,

We are writing to you regarding...

Formal, to open on behalf of the whole company

Σας γράφουμε σχετικά με...

We are writing in connection with...

Formal, to open on behalf of the whole company

Σας γράφουμε αναφορικά με...

Further to...

Formal, to open regarding something you have seen from the company you are contacting

Σχετικά με...

With reference to...

Formal, to open regarding something you have seen from the company you are contacting

Αναφορικά με...

I am writing to enquire about...

Less formal, to open on behalf of yourself for your company

Σας γράφω για να ζητήσω πληροφορίες σχετικά με...

I am writing to you on behalf of...
Formal, when writing for someone else

Σας γράφω για λογαριασμό του/της...

Your company was highly recommended by...
Formal, polite way of opening

Η εταιρεία σας μας συνεστήθει ιδιαίτερος από...

Letter - Main Body

English

Would you mind if...
Formal request, tentative

Greek

Θα ήταν δυνατόν...

Would you be so kind as to...
Formal request, tentative

Θα είχατε την καλοσύνη να...

I would be most obliged if...
Formal request, tentative

Θα το εκτιμούσα πάρα πολύ αν...

We would appreciate it if you could send us more
detailed information about...
Formal request, very polite

Θα το εκτιμούσαμε αν θα μπορούσατε να μας στείλετε
πιο λεπτομερείς πληροφορίες σχετικά με...

I would be grateful if you could...
Formal request, very polite

Θα σας ήμουν ευγνώμων αν θα μπορούσατε...

Would you please send me...
Formal request, polite

Θα μπορούσατε να μου στείλετε...

We are interested in obtaining/receiving...
Formal request, polite

Μας ενδιαφέρει να αποκτήσουμε...

I must ask you whether...
Formal request, polite

Θα ήθελα να σας ρωτήσω αν...

Could you recommend...
Formal request, direct

Μπορείτε να μου προτείνετε...

Would you please send me...
Formal request, direct

Θα είχατε την καλοσύνη να μου στείλετε...

You are urgently requested to...

Formal request, very direct

Σας ζητείται επείγοντως να...

We would be grateful if...

Formal request, polite, on behalf of the company

Θα ήμασταν ευγνώμονες αν...

What is your current list price for...

Formal specific request, direct

Ποια είναι η τρέχουσα τιμή καταλόγου σας για...

We are interested in ... and we would like to know
...

Formal enquiry, direct

Μας ενδιαφέρει... και θα θέλαμε να μάθουμε...

We understand from your advertisement that you
produce...

Formal enquiry, direct

Καταλαβαίνουμε από τη διαφήμιση σας ότι
παράγετε...

It is our intention to...

Formal statement of intent, direct

Η πρόθεσή μας είναι να...

We carefully considered your proposal and...

Formal, leading to a decision regarding a business deal

Έχουμε εξετάσει προσεκτικά την πρόταση σας και...

We are sorry to inform you that...

Formal, rejection of a business deal or showing no interest in an offer

Με λύπη μας, σας πληροφορούμε ότι,...

Letter - Closing

English

If you need any additional assistance, please contact
me.

Formal, very polite

Greek

Για περισσότερες πληροφορίες, είμαστε στη διάθεσή
σας.

If we can be of any further assistance, please let us
know.

Formal, very polite

Παρακαλώ ενημερώστε μας αν μπορούμε να
προσφέρουμε περαιτέρω βοήθεια.

Thanking you in advance...

Formal, very polite

Σας ευχαριστούμε εκ των προτέρων...

Should you need any further information, please do not hesitate to contact me.

Formal, very polite

Σε περίπτωση που χρειάζεστε περισσότερες πληροφορίες, μην διστάσετε να επικοινωνήσετε μαζί μου.

I would be most grateful if you would look into this matter as soon as possible.

Formal, very polite

Θα ήμουν ευγνώμων αν θα μπορούσατε να εξετάσετε αυτό το θέμα το συντομότερο δυνατό.

Please reply as soon as possible because...

Formal, polite

Παρακαλώ απαντήστε το συντομότερο δυνατόν, διότι...

If you require any further information, feel free to contact me.

Formal, polite

Αν επιθυμείτε περαιτέρω πληροφορίες, μην διστάσετε να επικοινωνήσετε μαζί μου.

I look forward to the possibility of working together.

Formal, polite

Ανυπομονώ να συνεργαστώ μαζί σας.

Thank you for your help in this matter.

Formal, polite

Ευχαριστώ για τη βοήθεια σας σε αυτό το θέμα.

I look forward to discussing this with you.

Formal, direct

Προσβλέπω στη συζήτηση αυτού του θέματος μαζί σας.

If you require more information ...

Formal, direct

Εάν χρειάζεστε περισσότερες πληροφορίες...

We appreciate your business.

Formal, direct

Σας εκτιμούμε ως πελάτη.

Please contact me - my direct telephone number is...

Formal, very direct

Παρακαλώ επικοινωνήστε μαζί μου. Ο αριθμός τηλεφώνου μου είναι...

Business Letter

I look forward to hearing from you soon.

Less formal, polite

Ελπίζω να ακούσω από σας σύντομα.

Yours faithfully,

Formal, recipient name unknown

Με φιλικούς χαιρετισμούς,

Yours sincerely,

Formal, widely used, recipient known

Μετά τιμής,

Respectfully yours,

Formal, not widely used, recipient name known

Με εκτίμηση,

Kind/Best regards,

Informal, between business partners who are on first-name terms

Θερμοί χαιρετισμοί,

Regards,

Informal, between business partners who work together often

Χαιρετισμοί,