

Openings for informal emails

- Opening salutation:
 - Hi / Hello / Dear (first name),
- Looking for penfriends:
 - Introduce yourself.
 - Introduce your family.
- Typical first sentences for second email and afterwards:
 - Thanks for your email.
 - I'm sorry I haven't written for so long.
 - This is just a quick note to tell you ...
 - I hope you're well.
 - How are you? I'm fine.

Closings for informal emails

- Typical last sentences:
 - (Well,) that's all for now.
 - (Give my) regards to your parents / family / (relatives).
 - Please, write soon / email me soon.
 - I hope to hear from you soon.
 - I'll be in touch soon.
- Closing salutations:
 - Regards / Best wishes / All the best
 - Hugs / A hug / Love

xxxooo
- Sender's first name:
 - To finish the email, write your first name. If you write your surname, it'll be considered a formal email.