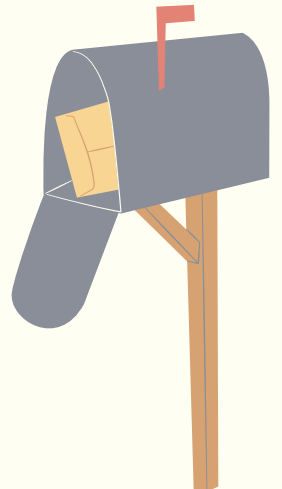




# SPANISH WRITING 101

## HOW TO WRITE A LETTER

### IN SPANISH



# PARTS OF A LETTER IN SPANISH

Lugar y fecha / Place & Date

Saludo / Greeting

A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Despedida / Closing or farewell

Firma / Signature

# WRITING THE DATE ON COVER LETTERS

[Day of the week] + [day's number] + de + [month] + de + [year]

Lunes 25 de septiembre de 2021

Viernes 8 de julio de 2022

Jueves 30 de marzo de 2018

[Place] + [date]

Guadalajara, Lunes 20 de agosto de 2002

Madrid, Jueves 15 de febrero de 2019

# GREETINGS FOR A LETTER IN SPANISH

## FORMAL/BUSINESS GREETINGS

- A quien corresponda: To whom it may concern
- Apreciado(o): Dear / Appreciated
- Distinguido: Distinguished
- Estimado(a): Dear / Appreciated / Respected
- Honorable: Honorable

Estimado Sr. Díaz.

Appreciated Mr. Díaz.

Honorable Sr. Juez.

Honorable Judge

## INFORMAL LETTER GREETINGS

- Hey: Hey
- Hola: Hi / Hey
- ¡Qué onda!: What's up
- Querido / Querida: Dear

Querido papá...

Dear dad...

¡Qué onda, prima!

What's up, cuz!

# HOW TO CLOSE A LETTER IN SPANISH

## FORMAL LETTER CLOSINGS

- **Atentamente:** Yours truly
- **Cordialmente:** Cordially / Kind regards
- **Quedo a sus órdenes:** I remain at your service
- **Quedo atento a su respuesta:** I'm looking forward to your response
- **Sinceramente:** Sincerely
- **Sin más por el momento:** Sincerely yours
- **Un saludo cordial:** Kindest regards

## INFORMAL CLOSINGS

- **Adiós:** Bye
- **Con todo mi cariño:** With all my love
- **Espero saber de ti pronto:** Looking forward to hearing from you
- **Nos vemos pronto:** See you soon
- **Un fuerte abrazo:** A big hug
- **Un saludo / Saludos:** Cheers
- **Te mando un beso y un abrazo:** I send you a kiss and a hug

# VOCABULARY FOR FORMAL & INFORMAL LETTERS

SPANISH	ENGLISH
Ante todo...	Above all...
El motivo de esta carta...	The reason for this letter...
En respuesta a su petición...	In response to your petition...
Hago constar...	I make known to you...
Le agradezco su tiempo y atención...	I appreciate your time and attention...
Le escribo con el objeto de...	I write to you with the purpose of...

SPANISH	ENGLISH
Me dirijo a usted para...	I address you to...
Me gustaría informarle / comunicarle...	I would like to let you know...
Para pedirle su apoyo...	To request your support...
Por medio de la presente...	Through the present letter...
Solicito su apoyo para...	I request your support for...

# LINK TO THIS GUIDE



[How to Write a Letter in Spanish](#)

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