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## Sincerely in french email

From Leonie Altehülshorst A well-written e-mail to a customer or colleague can leave a lasting positive impression. Formal correspondence is highly appreciated by the French, and writing in a way that conforms to social conventions can make it much easier to be received positively. This article provides examples of typical expressions used in French business emails and explains how to implement them. The first thing to think about is the most appropriate greeting. Unlike the word Dear, which is often used in English e-mails, the French equivalent of Cher (M)/Chère (F) – the male and female forms – is used only in informal conversations among people close to each other. The exception is when writing an email to colleagues, Chers Collègues (plural form). If you do not know the name or gender of the recipient, use: Madame, Monsieur Mesdames, Messieurs If you know the gender but not the name, then only Madame (F) or Monsieur (M) should be used. Even if you know the name of the recipient, Madame (F) or Monsieur (M) is still appropriate. You usually don't write the recipient's name unless you know it quite well and have been in touch with the person before. After the greetings, introduce your reason for writing. For example, if you're referring to an earlier in-person conversation with the recipient, you can use Suite - Notre Entertainment | Continue to our conversation, followed by nous souhaiiterions savoir si | we would like to know if. A French business email always ends with a formule de politesse, a final formula. Some typical formal final formulas are: Je vous prie d'agréer, (repeat the title as you started your letter), l'expression de mes sentiments respectueux | Sincerely – because if you write to a superior. Je vous prie d'agréer (repeat the title as you started your letter), l'assurance de ma considération la plus distinguée | Your faithful/sincere – this is used when writing to a person in a prominent position It is customary to add an expression before the final formula, such as: Dans l'attente de votre réponse, nous vous prions d'agréer, (repeat the title as you started your letter), l'assurance de ma considération la plus distinguée | We look forward to your, fidelity the following sentences are usually used more often and are also a little less formal: Salutations distinguées | Your faithful Avec nos salutations distinguées | With our best regards Cordialement | Sincerely, Bien s vous | With kind regards you can send an e-mail with Embellish the following common sentences: Regarding your last letter | Nous nous référons par la présente é votre dernière lettre Thank you for contacting me | Nous vous remercions de nous avoir contacté | I have a question about | J'ai une question concernant To To Your question about | Pour répondre é votre ask I'm available on | Je serai disponible le We regret to inform you that | Nous regrettons de vous informer que Please find attached | Veuillez trouver ci-joint Please send us | Nous vous prions de bien vouloir nous faire parvenir Please do not hesitate to contact us if you need more information | Nous restons é votre entière disposition pour tout renseignement complémentaire Thank you in advance | Merci d'avance Thank you for your time | Nous vous remercions de votre temps Thank you for your understanding | Nous vous remercions de votre compréhension Please let me know if this is okay with you | Je vous prie de bien vouloir me faire savoir si cela vous convient I would appreciate your help in this matter | Je serais tr es reconnaissant(e) de votre aide I look forward to your hearing | Dans l'attente de vous lire prochainement The French language distinguishes between tu | You and vous | You. When used in the singular form, tu implies intimacy and informality, while vous is used in formal contexts – vous is always used when referring to a group, regardless of formality. In French, the grammatical sex can be either male or female. Most nouns that express entities with a gender (people and animals) use both a female and a male form, for example un chanteur (M) and une chanteuse (F) for the word singer. The female form often assumes an e at the end. Nouns that express entities without gender have only one form, either male or female, such as e.B. une voiture (F) for car or un arbre (M) for tree. Plural forms of nouns are usually characterized by addings from s at the end of the word, for example, un livre becomes the livres for the word book. Certain and indeterminate articles also identify gender-specific: the | Le (M) | La (F) | Les (plural) A | Un (M) | Une (F) | It is important to note that the French language contains many exceptions to these general rules. Bonjour Monsieur, Suite é notre conversation téléphonique, je vous envoie les documents demandés. Veuillez trouver ci-joint le catalogue de nos produits ainsi qu'une liste de nos prix actuellement en vigueur. Pour répondre é votre question concernant nos conditions générales de livraison, je peux vous assurer que toute commande sera livrée dans un délai maximal d'un mois. Si vous avez encore d'autres questions, nous restons é votre entière disposition pour tout renseignement complémentaire. Nous vous prions d'agréer, Monsieur, l'assurance de notre considération la plus distinguée. Alex Dear Mr. Smith After our telephone conversation, I have documents enclosed. The product catalogue as well as our current price list can be found in the appendix. In response to your question about our General Terms and Conditions of Delivery, I can assure you that: delivered within one month. If you have any further questions, please do not hesitate to contact us for further information. Their sincere, Alex The expressions contained in this article represent just some of the many options for writing a French business email, but they can serve as a guide to comply with French conventions and avoid miscommunication. Bonne Chance! Continuing our section on writing a letter in French, we are looking at some common forums for the conclusion of a letter in French. Closures: Informal closures of informal letters are less formal than formal or business letters, so there are many possibilities. Here are some common: Je t'embrasse-Big hugsAmicalement-Best Wishes (used between friends)Affectueux...-Love from... (Big) bis(es)-(big) hugsGros bisous-Love (and kisses)Bisoux-Kisses (humorous variant in e-mail and text messages) Suggest a change / proposez une modification Closures: formally traditionally, French business correspondence ends with one of the various silly long-wind formulas, although these are just beginning to go out of the window with email correspondence. A common favorite for closing a semi-formal business email is cordialement. Veuillez recevoir, Monsieur/Madame, nos salutations distinguées.--Yours sincerelyJe vous prie d'agréer, Monsieur/Madame, l'expression de mes sentiments respectueux.--Yours sincerely, if you write to a superiorVeuillez agréer, Monsieur/Madame, l'assurance de notre parfaite considération.--Yours sincere if you write someone of the lower classJe vous prie de croire, Monsieur/Madame, é l'assurance de mes salut ations distinguées--Yours faithful/sincere, used especially when writing to a person in an important positionCordialement greetings suggest a change / proposez une change See also the general section about writing a business letter in French. Notes: As you would expect, ever vous prie would be replaced by nous vous prions by someone writing on behalf of a company. When you address a person with a title like Madame le Proviseur, it is usually to repeat the whole expression in the final formula, rather than simply Monsieur/Madame. It is customary to attach the final formula to an expression such as Dans l'attente de vous lire (Dans l'attente de vous lire, je vous prie...). By the way, it is no shame not to remember these formulas: many French speakers end up looking at them in a book and/or using numerous variants (and arguing about what is right). A convention is that agréer is used when you use a fill word such as expression, have; recevoir or Acceptor is used when greetings follow directly. Next: Sentences for business letters/emails On the next page we look at useful sentences and vocabulary for writing a business letter in French. Page written by Neil Coffey. Copyright (c) Javamex UK 2014. 2014. Rights reserved. There are few things that are more subtle than writing an email. And if you're trying to write one in a language that's not your own, don't be surprised if the nerve-wracking nature of the challenge lets you roll up in a ball under your desk and pray for the robot takeover. Because then at least this email could write itself. To make your life a little easier, here are some of the most common email registrations used in France, from the ultra-casual to the uber-professional. 1. Cordialement — Although the translation, Cordially, would be extremely formal in English, this is perhaps the most common sign in French e-mails; it really has an absence of connotation. Use for: Submission of an application, knowledge of the HR department for an official complaint or request to your professor for a letter of recommendation. 2. Tr's cordialement — This is the more formal version of Cordialement. If you feel like covering all your bases, you can give this version in pretty well. 3. Bien cordialement — Like cordialement, but a bit warmer (say, if you have interacted with the same person several times). Use for: finally get this freelancer to send you the new website specifications. 4. Respect — Respectful. Can be used in the same way as Tres cordial. 5 & 6. Amicalement / Affectueux — For acquaintances or older friends, the kind of people you want to hold on one arm, or people you haven't heard in a long time. Use for: Invite your neighbors to a block party. 7. Anointing greetings — Because if you don't know the recipient personally, but you're already emailing a bit back and forth. Use for: When you coordinate things for a project or event with someone in another department. 8 & 9. Bisous / Gros bisous — This means Kisses, this familiar sign is used for close friends and family. Use for: Email to your mom to tell her that you have finally submitted your taxes. 10. Je t'embrasse — That means more or less many hugs. Use for: a letter to your grandma, uncle or other family member 11. Bises — The email equivalent of the in-person cheek kiss. Use for: Invite a second-level friend for drinks this weekend. 12. A+ — The diminutive of A plus tard or see you later. Extremely casual. Use for: after sending an invitation to drinks in the form of a meme. A+, perfect for these fast iPhone emails 13. See you soon. Good for planning emails that lead to a kind of face-to-face encounter. For: Use a group email in which a discussed for your friend. 14 & 15. • Demain / é la semaine prochaine — See you tomorrow/See you next week. Just like in the bienêté, but with a certain date in mind. Use for: finally nail that long-awaited rendezvous with your cousin who is in for the weekend. 16. En vous remerciant de l'attention que vous porterez é ma demande. — Thank you for drawing my request to my attention. It does not translate very well into English, but the mood is clear: formal, formal, formal. Use for: Send an email to your company's CEO. 17. Veuillez agréer, Madame/Monsieur, l'expression de mes sentiments distingués. — Accept, Sir/Madam, the expression of my strong feelings. This can be mixed and coordinated, as in the following examples (all of which mean almost the same thing): 18. Veuillez agréer Madame/Monsieur, l'expression de mes sincères greeting. 19. Veuillez recevoir, Monsieur/Madame, mes sentiments respectueux et dévoués. 20. Je vous prie d'agréer, Madame/Monsieur, mes sincères greeting. 21. Je vous prie d'agréer, Monsieur/Madame, l'expression de mes salutations distinguées. 22. Avec mes remerciements, je vous prie de trouver ici, Madame/Monsieur, l'expression de mes sentiments distingués. (This adds an additional thank you for some additional respect points at the beginning.) 23. If you are waiting for a response from someone in a formal situation, you can wait for your answer to begin by adding one of these expressions: Dans l'attente de votre réponse, je vous prie d'agréer, Monsieur/Madame, mes salutations distinguées. distinguées.

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