

E-Mail : Opening

Dear Mr. President,	Distinguido Sr. Presidente:	Very formal, recipient has a special title that must be used in place of their name	Dear Sir,	Distinguido Señor:	Formal, male recipient, name unknown
Dear Madam,	Distinguida Señora:	Formal, female recipient, name unknown	Dear Sir / Madam,	Señores:	Formal, recipient name and gender unknown
Dear Sirs,	Apreciados Señores:	Formal, when addressing several unknown people or a whole department	To whom it may concern,	A quien pueda interesar	Formal, recipient/s name and gender completely unknown
Dear Mr. Smith,	Apreciado Sr. Pérez:	Formal, male recipient, name known	Dear Mrs. Smith,	Apreciado Sra. Pérez:	Formal, female recipient, married, name known
Dear Miss Smith,	Apreciada Srta. Pérez:	Formal, female recipient, single, name known	Dear Ms. Smith,	Apreciada Sra. Pérez:	Formal, female recipient, name known, marital status unknown
Dear John Smith,	Estimado Sr. Pérez:	Less formal, one has done business with the recipient before	Dear John,	Querido Juan:	Informal, one is personal friends with the recipient, relatively uncommon
We are writing to you regarding...	Nos dirigimos a usted en referencia a...	Formal, to open on behalf of the whole company	We are writing in connection with ...	Le escribimos en referencia a...	Formal, to open on behalf of the whole company
Further to...	Con relación a...	Formal, to open regarding something you have seen from the company you are contacting	With reference to...	En referencia a...	Formal, to open regarding something you have seen from the company you are contacting
I am writing to enquire about...	Escribo para pedir información sobre...	Less formal, to open on behalf of yourself for your company	I am writing to you on behalf of...	Le escribo en nombre de...	Formal, when writing for someone else
Your company was highly recommended by...	Recibimos excelentes recomendaciones de su compañía por parte de...	Formal, polite way of opening			

E-Mail : Main Body

Would you mind if...	¿Sería posible...	Formal request, tentative	Would you be so kind as to...	¿Tendría la amabilidad de...	Formal request, tentative
I would be most obliged if...	Me complacería mucho si...	Formal request, tentative	We would appreciate it if you	Agradeceríamos si pudiera	Formal request, very polite

			could send us more detailed information about...	enviarnos información más detallada en cuanto a...	
I would be grateful if you could...	Le agradecería enormemente si pudiera...	Formal request, very polite	Would you please send me...	¿Podría enviarme...	Formal request, polite
We are interested in obtaining/receiving...	Estamos interesados en obtener/recibir...	Formal request, polite	I must ask you whether...	Me atrevo a preguntarle si...	Formal request, polite
Could you recommend...	¿Podría recomendarme...	Formal request, direct	Would you please send me...	¿Podría enviarme...	Formal request, direct
You are urgently requested to...	Se le insta urgentemente a...	Formal request, very direct	We would be grateful if...	Estaríamos muy agradecidos si...	Formal request, polite, on behalf of the company
What is your current list price for...	¿Cuál es la lista actual de precios de...	Formal specific request, direct	We are interested in ... and we would like to know ...	Estamos interesados en... y quisiéramos saber...	Formal enquiry, direct
We understand from your advertisement that you produce...	Entendemos según su anuncio publicitario que ustedes producen...	Formal enquiry, direct	It is our intention to...	Es nuestra intención...	Formal statement of intent, direct
We carefully considered your proposal and...	Consideramos su propuesta con detenimiento y...	Formal, leading to a decision regarding a business deal	We are sorry to inform you that...	Lamentamos informarle que...	Formal, rejection of a business deal or showing no interest in an offer
The attachment is in...	El archivo adjunto está en formato...	English: Formal, detailing with what program the recipient should open the attachment	I could not open your attachment this morning. My virus-checker program detected a virus.	No pude abrir el archivo adjunto esta mañana. Según mi antivirus el archivo está infectado.	Formal, direct, detailing a problem with an attachment
I apologise for not forwarding the message sooner, but due to a typing error your mail was returned marked "user unknown".	Me disculpo por no haber reenviado el mensaje antes, pero debido a un error tipográfico el email fue devuelto por tener un "usuario desconocido".	Formal, polite	For further information please consult our website at...	Para mayor información consulte nuestra página web:	Formal, when advertising your website

E-Mail : Closing

If you need any additional assistance, please contact me.	Si necesita ayuda adicional, sírvase a contactarme.	Formal, very polite	If we can be of any further assistance, please let us know.	Si podemos brindarle nuestra ayuda, por favor, háganoslo saber.	Formal, very polite
Thanking you in advance...	Le agradecemos de antemano...	Formal, very polite	Should you need any further information, please do not	Si requiere información adicional no dude en	Formal, very polite

			hesitate to contact me.	contactarme.	
I would be most grateful if you would look into this matter as soon as possible.	Le agradecería mucho si atiende este asunto lo más pronto posible.	Formal, very polite	Please reply as soon as possible because...	Le rogamos responda a la brevedad posible ya que...	Formal, polite
If you require any further information, feel free to contact me.	Si requiere más información no dude en contactarme.	Formal, polite	I look forward to the possibility of working together.	Me complace la idea de trabajar juntos.	Formal, polite
Thank you for your help in this matter.	Gracias por su ayuda en este asunto.	Formal, polite	I look forward to discussing this with you.	Me complace la idea de discutir esto con usted.	Formal, direct
If you require more information ...	Si requiere más información...	Formal, direct	We appreciate your business.	Apreciamos hacer negocios con usted.	Formal, direct
Please contact me - my direct telephone number is...	Por favor, póngase en contacto conmigo, mi número directo es...	Formal, very direct	I look forward to hearing from you soon.	Espero tener noticias de usted pronto.	Less formal, polite
Yours faithfully,	Se despide cordialmente,	Formal, recipient name unknown	Yours sincerely,	Atentamente,	Formal, widely used, recipient known
Respectfully yours,	Respetuosamente,	Formal, not widely used, recipient name known	Kind/Best regards,	Saludos,	Informal, between business partners who are on first-name terms
Regards,	Saludos,	Informal, between business partners who work together often			