

Letter Salutations & Greetings

If you know the person well, use their first name only

Dear Taylor,

For a potential employer or supervisor, always use Mr. or Ms.

Dear Ms. Brown,

Used in business correspondences

To Whom It May Concern,

When you don't have a name to use

Dear Sir or Madam,

Used in casual correspondences

Hello/Hi



In Group Emails

- Dear Mary, Bob and Sue,

- Hi All,

