

## LETTER / EMAIL TEMPLATE

### FORMAL - GAELIC

3 Faoilleach 2012

\_\_\_\_\_ chòir / A charaid chòir / A bhana-charaid chòir / A chàirdean chòir\*

Ciamar a tha sibh? **or** Tha mi an dòchas gu bheil sibh gu math?

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Leis gach deagh dhùrachd

Seònaid NicLeòid

Oifigear-leasachaidh

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### FORMAL - ENGLISH

3 January 2012

Dear \_\_\_\_\_ / Dear Sir / Dear Madam / Dear (undefined)

How are you? **or** I hope you are well?

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Yours Sincerely

Janet MacLeod

Development Officer

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\* This option can be used either for plural or singular, male or female

## LETTER / EMAIL TEMPLATE

### INFORMAL - GAELIC

3 Faoilleach 2012

Haidh \_\_\_\_\_ / Halò \_\_\_\_\_

Ciamar a tha thu? **or** Dè tha dol agad?

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Taing / Tìoraidh

Seònaid

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### INFORMAL - ENGLISH

3 January 2012

Hi \_\_\_\_\_ / Hello \_\_\_\_\_

How are you? **or** What's doing/happening with you?

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Thanks / Bye

Janet