Formal vs Informal English – Quick Reference Guide

1. Greetings
Formal:
Good morning.
Good afternoon.
Good evening.
How are you today?
It’s a pleasure to meet you.
I hope you are doing well.

Informal:
Hey!
Hi!
What’s up?
How’s it going?
Nice to meet you!
Hope you’re good!

2. Requests
Formal:
Could you please help me with this?
I would appreciate it if you could send me the details.
Would you mind giving me an update?
May I know your availability?
Could you clarify this point?
Please let me know at your earliest convenience.

Informal:
Can you help me?
Send me the details.
Can you update me?
When are you free?
Can you clear this up?
Tell me when you can.

3. Apologies
Formal:
I sincerely apologize for the inconvenience.
Please accept my apologies.
I regret the misunderstanding.
I am sorry for the delay.
I apologize for any confusion caused.

Informal:
Sorry about that.
My bad.
Didn’t mean to cause trouble.
Sorry for the wait.
I messed up—sorry.

4. Closing Lines
Formal:

Thank you for your time.
I look forward to hearing from you.
Kind regards,
Warm regards,
Yours sincerely,

Informal:
Thanks!
Talk to you soon.
See you!
Bye!
Take care!

5. Common Expressions
Formal:
I would like to inform you…
It has been brought to my attention…
I am writing to request…
Please be advised that…
I appreciate your cooperation.
At your earliest convenience.
I am unable to attend.
I will revert shortly.
Kindly note…
I would like to emphasize…

Informal:
Just letting you know…
I heard that…
I'm asking because…
FYI…
Thanks for helping.
Whenever you can.
I can't make it.
I'll get back to you soon.
Just so you know…
I wanna point out…