

# GREETINGS

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## FORMAL LETTER OR EMAIL

**TĒNĀ KOE (NAME)** - Dear (Name) - greeting one person.

**TĒNĀ KŌRUA** - Greeting two people. Don't insert names.

**TĒNĀ KOUTOU** - Greeting three or more people.

# GREETINGS

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## INFORMAL LETTER OR EMAIL

Note: Kia ora can mean hello, good morning, good afternoon & thank you

**KIA ORA** - Hello, any number of people

**KIA ORA KŌRUA** - Hello to two people

**KIA ORA KOUTOU** - Hello to three or more people

**MŌRENA / ATA MĀRIE** - Good morning

# SIGN OFFS

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**NA** - From

**NĀKU, NĀ** - Yours faithfully

**NĀKU ITI NOA, NĀ** - Yours sincerely

**NGĀ MIHI** - Kind regards / thank you

**NGĀ MIHI NUI** - Kind regards (with more emphasis on gratitude)

**HEI KONĀ MAI** - Goodbye for now

**MĀ TE WĀ** - Bye for now / see you later

**NOHO ORA MAI** - Stay well / look after yourself / good bye

**KIA PAI TŌ RĀ** - Have a nice day