

Letters

Dates and references

CONFIDENTIAL	CYFRINACHOL
PERSONAL	PERSONOL
Date as postmark	Dyddiad yn ôl y marc post
Our ref:	Ein cyf:
Your ref:	Eich cyf:

Greeting

Dear	Annwyl
Dear Colleague / Colleagues	Annwyl Gydweithiwr / Gydweithwyr
Dear Friend	Annwyl Gyfaill
Dear Head of Department	Annwyl Bennaeth Adran
Dear Professor	Annwyl Athro
Dear Sir / Madam	Annwyl Syr / Fadarn
Dear Student / Students	Annwyl Fyfyriwr / Fyfyrwyr

Opening remarks

Thank you for your letter of 26 May.	Diolch am eich llythyr dyddiedig 26 Mai.
With reference to your letter of 12 September, I write to confirm the arrangements.	Yn dilyn eich llythyr dyddiedig 12 Medi, ysgrifennaf i gadarnhau'r trefniadau.

Closing remarks

Please do not hesitate to contact me.	Mae pob croeso ichi gysylltu â mi.
I can be contacted by telephoning ext. **** or by e-mailing ***@aber.ac.uk.	Gellir cysylltu â mi drwy ffonio est. **** neu drwy anfon e-bost at ***@aber.ac.uk
With thanks for your prompt attention to this matter.	Gan ddiolch am eich sylw buan i'r mater hwn.
Thank you in advance.	Diolch ymlaen llaw.
Thank you for your co-operation.	Diolch am eich cydweithrediad.
Many thanks	Llawer o ddiolch.
Best wishes / regards	Dymuniadau gorau. Cofion gorau. Cofion cynnes.
Yours sincerely	Yn gywir

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