



30.5.2008

## Malli-ilmaisuja valtionhallinnon kirjeenvaihtoon englanniksi

Ohjeen tarkoitus on tarjota mallilauseita ja kirjepohjia valtionhallinnon eri tasoilla käytävään kirjeenvaihtoon: kutsuihin, ilmoituksiin, kiitos-, onnittelu- ja surunvalittelukirjeisiin, yhteistyön ja tulevaisuuden toivotuksiin sekä kirjeissä käytävään asiakeskusteluun. Vaikka erityyppiset kirjeet on jaettu aineistossa eri lukuihin, sopivia ilmaisuja ja lauserakenteita voi löytää mistä tahansa luvusta. Kirjeissä onkin tavallista käyttää tilaisuutta hyväksi ja ottaa esiin muitakin asioita, kuten lämmitellä vaikkapa valtioiden välisiä suhteita onnittelu- ja kiitoskirjeiden yhteydessä.

Materiaalissa on poimintoja valtioneuvoston kanslian laatimista (pääministeri, yksiköt) ja kääntämistä kirjeistä sekä ulkomailta saapuneista pääministerille osoitetuista englanninkielisistä kirjeistä. Poimintoja on saatettu muuttaa kielenkäytön ja tyylin osalta oikeaoppisiksi esimerkeiksi ja luottamuksellisten kirjeiden yksityiskohtia on voitu salata. Englantia syntyperäisesti puhuvien kielen asiantuntijoita, kirjeenkirjoitusoppaita ja muita ohjeita (esim. Chambers: Letter Writing; Feltham: Diplomatic Handbook; Euroopan komission English Style Guide) on käytetty tyyllillisten ja kielellisten ratkaisujen tukena.

Merkintätapoja ja käytäntöjä:

- päivämääräilmaisujen muotona suositetaan: Monday, 1 January 2007
- kellonajat ilmaistaan 24-tuntisella järjestelmällä: 0.00 - 23.59
- kirjeiden tervehdyksissä brittienglannissa ei käytetä pilkkuja, amerikanenglannissa pilkut laitetaan esim. "Dear Sir," ja "Yours sincerely,"
- merkintätapoja: kaarisulut (lisäys, ei välttämätön); hakasulut [jotain jätetty pois esim. nimi, paikka, asia]; kauttaviiva vaihtoehtoinen ilmaisu 1/ vaihtoehtoinen ilmaisu 2; muut huomautukset alaviitteinä

## Useful phrases for formal correspondence on government level

These guidelines are to provide useful phrases and models for formal correspondence at various levels of government: invitations, thank you letters, congratulations, condolences, wishes for enhanced cooperation and success in the future and discussion on various topics.

The material includes extracts from translations of letters compiled by the Prime Minister's Office (the Prime Minister, officials in PMO units) and from foreign letters written in English to the Finnish Prime Minister. The actual extracts may have been amended to maintain confidentiality of the persons involved and issues discussed and to provide appropriate models for letters and idiomatic use of English. Native English-speaking language experts plus guidelines

and handbooks (e.g. Chambers: Letter Writing; Feltham: Diplomatic Handbook; English Style Guide by the European Commission) have been consulted for style and accuracy.

Notations and styles:

- Dates are written in the form: Monday, 1 January 2007
- A time of day is written in the 24-hour notation with a point between hours and minutes, without adding *hrs* or *o'clock*: 0.00 - 23.59
- names of persons are replaced by e.g. [Forename Surname]
- on salutations punctuation is left out in British English and left in in American English e.g. "Dear Sir," and "Yours sincerely,"
- other notations: parenthesis (addition, not necessary); brackets [something of the type omitted e.g. name, place]; slash option 1/ option 2; other remarks as footnotes

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# 1. Kutsu / Invitations

## 1.1 Kutsu kirjeen muodossa / Invitation in the form of a letter

### Kutsu kokoukseen / Invitation to a meeting

Dear Colleagues

I have the honour of inviting you to the European Council [meeting, which will take place] in Justus Lipsius, Brussels, on 14 and 15 December 2006. The agenda and programme will be sent to you in due course (= when the papers are ready)/in due time (= before the meeting). I hope that you will also join us for the customary / family (in EU context) photograph after the meeting.

Looking forward to seeing you.

Best regards<sup>1</sup>

\*

Dear Prime Minister [Surname]

I have the honour of inviting you to the informal meeting of Heads of State or Government of the EU Member States and Acceding States, which I will host in Sibelius Hall in Lahti on Friday, 20 October 2006. It is also my pleasure to invite you to an informal dinner afterwards.

I hope that our discussions in Lahti will be open and frank and that the outcome of our meeting will provide impetus and political guidance for the Union's future work.

I look forward to seeing you in Lahti.

Yours sincerely

\*

Dear Mr/Ms [Surname]

As I announced at our previous meeting in [place], it is my very great pleasure to confirm that you are invited to attend the plenary session of the [organisation] on Monday, 1 January. This session (of the [organisation]) will be devoted to [...]. This will be an opportunity to focus on issues of [...].

I propose that we then meet after the plenary session so as to hold a forward-looking discussion on how we might work more effectively and better promote our network of [organisations] in Europe. Your comments and any proposals you may wish to make would doubtless generate constructive and useful discussion on these matters of common interest, such as [...]. Such talks would be relevant to the future of our respective institutions. If you agree with this plan, please name a contact person to prepare the meeting.

Yours sincerely

<sup>1</sup> This letter is from a prime minister to a prime minister written on friendly terms.

**Kutsu lounaalle / Invitation to lunch**

Dear Ambassador / Dear Mr/Ms [Surname]

It is my honour to invite you to the EU Ambassadors' luncheon at the House of the Estates (Säätytalo) in Helsinki on 14 June 2005 at 12.00.

My colleagues and I look forward to welcoming you to this briefing which will focus on the next meeting of the European Council in Brussels on 16 and 17 June 2005. At the same time, the briefing will also touch upon the Union's financial perspective and the forthcoming Finnish EU Presidency in 2006.

Would you kindly confirm your attendance via e-mail (x.y@organisation.fi) no later than Monday, 6 June.

Yours sincerely

\*

[...] I propose that we meet for our traditional [whose] lunch in a restricted format, in order to discuss... / I am pleased to invite you to a lunch meeting in [place] on 1 January at 13.00. Please inform me of your acceptance by e-mail/phone. I look forward to seeing you then.

**Muita kutsuja / Other invitations**

[...] We are pleased to invite you to attend the [...] ceremony in [place]. We would be honoured if you could accept the invitation. The programme includes a formal celebration starting at 17.00, followed by a cultural event.

\*

[...] The Finnish Government would appreciate your contribution to this [topic] / would appreciate the benefit of your expertise in this [topic]. More specifically, the Prime Minister would like to invite you to give a presentation on [...] to the [organisation].

At this point in the process, I would kindly ask you to indicate your willingness to participate in (i) the meeting of the [organisation] (ii) the scientific seminar later on the same day. The Secretariat of the [organisation] will naturally take care of all the practical arrangements regarding your visit to Helsinki. In addition to the travelling expenses, the Secretariat is willing to provide an appropriate compensation for your time and effort.

Given the usual difficulties in scheduling events of this kind, I would appreciate your preliminary response as soon as possible. Should you have any questions, please do not hesitate to contact me directly either by phone or by e-mail.

\*

Considering the special interests mentioned in your letter, my suggestion is that you might pay a visit to some of the non-governmental organisations represented in the [organisation], according to your choice. On behalf of the [organisation's] Secretariat, I would be happy to provide any necessary assistance in establishing contacts and organising the visit. Should you wish, direct discussions with us can also be arranged. However, I will unfortunately be away [due to a prior engagement] on the date of your visit but my deputy, Mr/Ms [Surname], would be happy to host your visit to the [organisation].

## 1.2 Kutsukortti / Invitation cards

<p><i>Prime Minister [Forename Surname] requests the pleasure of the company of</i></p> <p>_____ [Forename Surname] _____</p> <p><i>at an informal evening at Kesäranta, Meilahti 1, on Tuesday, 6 June 2006 at 18.30</i></p> <p><i>Please bring this card with you/ Please present this card on arrival</i></p>		<p><i>RSVP by 1 June Tel. +358 9 1234 5678</i></p>
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<p><i>The Secretary General of the Economic Council of Finland, Mr [Forename Surname], has the honour to invite</i></p> <p>_____ [Forename Surname] _____</p> <p><i>to a dinner at the Government Banquet Hall [address] on Thursday, 10 May 2007 at 20.00</i></p>	
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*On the occasion of the Meeting of [...]
   
Prime Minister [Forename Surname],
   
the President of the Economic Council of Finland,
   
requests the pleasure of the company of*

[Forename Surname]

*at a dinner
   
at the Government Banquet Hall
   
[address]
   
on Thursday, 22 November 2006
   
at 20.00*

*Mr/Ms X*

*requests the pleasure of your company /
   
the company of John and Mary [Surname]*

*on the occasion of the opening of the [...] at
   
[address]*

*on Saturday, 1 September 2007
   
from 19.00 until 22.00*

### **1.3 Kiitos kutsusta / Accepting or declining an invitation**

#### **Vastaus kirjeen muotoiseen kutsuun / Reply to an invitation letter**

Dear Mr/Ms [Surname]

Thank you very much for the invitation to [dinner, lunch...] at [place] on Saturday, 1 September at 19.00. I am delighted to accept.

Yours sincerely

\*

Dear Mr/Ms [Surname]

Thank you very much for the invitation to cocktails at [place] on [time] to meet Mr/Ms [Surname], the head of [organisation].

I would be delighted to accept, but I have already made arrangements to attend another meeting on that date.

Please pass my regrets to Mr/Ms [Surname] and give him/her my regards.

Yours sincerely

\*

Dear Mr/Ms [Surname]

Thank you for your letter of 1 January and apologies for the delay in response. [Reason] resulted in an enormous backlog of correspondence, so I hope you will excuse me.

I am honoured to have been invited by the Prime Minister to talk to the [organisation] of Finland, but I do hope you will excuse me as my commitments with the [organisations x, y and z] preclude my taking on anything else. Thank you for thinking of me.

Yours sincerely

### **Vastaus kutsukorttiin / Reply to an invitation card**

Mr/Ms [Surname] thanks Mr/Ms [Surname] for his/her kind invitation to [dinner, lunch, the opening of...] on Saturday, 1 September at 19.00 and has much pleasure in accepting.

\*

Mr/Ms [Surname] thanks Mr/Ms [Surname] for his/her kind invitation to [dinner, lunch, the opening of...] on Saturday, 1 September at 19.00 but very much regrets that he/she will be unable to

- attend due to a prior engagement.
- accept as he/she will be away from Helsinki on that date.

## 2. Kiitoskirje /Thank-you letters

- I would like to thank you for...
- Thank you very much indeed for...
- I am very grateful for...
- I am writing to thank you for...
  - ... for the trouble you have taken to ...
  - ... for the interest you have shown in ...
  - ... for the time you have taken to ...
- I truly appreciate ...           ... the trouble/interest/time etc.
- Thank you for your kindness in ...
- Thank you once again for your kindness.

### 2.1 Kiitos kirjeestä / Thanking for a letter

- Thank you for your letter of 1 January 2007 and your kind comments.
- I received with pleasure your letter on...
- Thank you for your letter of 20 July, in which you examine...
- Thank you for your letter of 10 December 2007 and for kindly enclosing the report on [...].
- Thank you for your kind letter of 29 September concerning... I entirely agree with you that...

### 2.2 Kiitos luennosta tai osallistumisesta / Thanking for a speech or participation

On behalf of the [organisation], let me reiterate my sincere gratitude for the lecture you delivered at [place] on [time].

As I hope was evident to you, the response from the [organisation] was very positive. Indeed, my colleagues appreciated the manner in which you had focused the lecture and your willingness to respond to a diverse range of questions.

We very much hope to see you back at the [organisation] at some time in the future.

\*

Please find herewith enclosed the minutes of the meeting... I should like to express my most sincere thanks to the participants for honouring us with their presence. [...] I trust that these documents will meet with your interest and I remain,

Yours sincerely,

## 2.3 Kiitos onniteluista tai tuesta / Thanking for congratulations or support

I would like to express my sincere gratitude for your congratulations on my appointment as [title] of [country].

\*

You very kindly wrote to congratulate me on my recent election as [title] of [country/organisation]. I would like to thank you most warmly for your letter and your very generous words. They are much appreciated.

I am very grateful for the confidence shown in me by [voters etc.] in the vote on 1 January. It will be a pleasure to continue the excellent cooperation we enjoyed during the Finnish Presidency.

\*

Thank you very much for inviting me to come and accept the prize awarded to Finland by the Bertelsmann Stiftung. I am familiar with the important work your foundation does and am aware of its wide-ranging expertise in social matters. I therefore consider your award a great honour for our country. I particularly appreciate the fact that, when deciding on what basis the prize should be awarded, you took note of the extensive cooperation on which our national strategy is built. We are delighted to have been awarded the prize.

I wish your foundation every success in carrying out its important work.

\*

I want to thank you and the [country's] Government for your cooperation regarding the decision on the establishment of the [organisation].

A unanimous decision of the Member States last Friday on the seat of this institute would not have been possible without your constructive attitude. You showed true commitment to Europe.

\*

I would like to thank you all for the great help and friendship you have extended to me and I want to wish our dear colleague, Chancellor Angela Merkel, all the best in her work over the next six months.

Please accept my heartfelt gratitude for a memorable term as President of the European Council.

## 2.4 Kiitos vierailusta ja keskustelusta / Thanking for a visit or discussions

- I was pleased to have the opportunity to discuss this matter with you at greater length during our telephone conversation last Saturday.

- I would also like to take this opportunity to thank you for your warm hospitality during my visit to...

- I want to thank you for acknowledging the good cooperation with ...

- I would also like to extend to you my particular appreciation for...

- I would like to extend my gratitude for the manner in which ...

\*

I would like to thank you for the opportunity for the stimulating exchange of views during my official visit to Finland.

I truly enjoyed our discussions on how globalisation could be managed better and on the challenges of ageing that Finland faces. I was also encouraged by your views on...

I would be pleased to continue our discussion on a future occasion.

\*

It is a pleasure to write to you to thank you for the warm reception and gracious hospitality that you extended to me and my delegation during my recent visit to Helsinki.

\*

I appreciated very much our discussion on bilateral relations between ... and ... and on the prospects for developing them further. Your insights on the several current issues that we discussed were very useful. I look forward to working with you to add greater content to our ties. It was a privilege to participate in the xx Summit under your chairmanship and I would like to express my profound appreciation of your effective and constructive stewardship of the meeting. Please accept, Excellency, the assurances of my highest consideration and my renewed gratitude.

\*

I would like to thank you cordially for the friendly reception during my stay in Finland. Please accept the expression of my gratitude for the effort undertaken to hold efficient and constructive meetings during the summit.

Please accept reassurances of my highest respect and esteem, as well as my wishes for success in your work for the benefit of your fatherland.

\*

On behalf of our delegation, I wish to thank you for having given us the opportunity to meet you and learn about the interesting work of your department. Please accept our heartfelt thanks for the warm hospitality and attention we received during our visit.

We were very impressed by the organisation and extent of your work. The information will undoubtedly be very useful in the development of our own crisis management and communications systems.

I hope that our visit further strengthened the good relations between our countries and units. It is our sincere wish that our contacts remain active in the future, too. Should you plan to visit Finland, we would be honoured to host your stay.

Please extend our warmest thanks to all those who contributed to the success of our visit.

\*

On behalf of our delegation, I wish to thank you and your imposing team for having given us the opportunity to meet you and learn about the interesting work of your office. Please accept our heartfelt thanks for the warm hospitality and attention we received during our visit

We were very impressed by your work. We found our programme extremely interesting and the whole visit could not have been organised more smoothly. It was particularly interesting to meet and talk with the leading specialists in the various related fields. We were very grateful for their readiness to devote time and energy for receiving us. And our special thanks go to you, Dr. X.

The visits to the [organisation] and to the [organisation] were both inspiring and useful.

The information we received will undoubtedly be very helpful in the development of our own crisis management and communications systems.

I hope that our visit further strengthened the good relations between our countries and units. It is our sincere wish that our contacts remain active in the future, too.

I hope that you will have the possibility to visit Finland in the near future. We would be delighted to host your visit to Helsinki.

I wish you every success in your demanding and interesting work.

Please extend our warmest thanks to all those who contributed to the success of our visit.

### 3. Ilmoitus / Announcements

*Formal announcement:*

It gives us great pleasure to announce that ...  
 ... is pleased to announce ... (*something positive*)  
 ... wishes to announce ... (*often something unfortunate/negative*)  
 ... must unfortunately announce ... (*something negative*)  
 ... is sorry to have to advise ... (*something negative*)

*In some circumstances, for formal positive announcements about individuals:*

... takes pleasure in announcing ...  
 ... has the honour to announce ...

*Informal announcement:*

I am delighted to be able to tell you that ...  
 I am happy to be able to tell you that ... (*something positive*)  
 I am sorry to have to say that ... (*something negative*)

\*

We are pleased to announce the appointment of [name] as [title] with effect from [time].

\*

We are pleased to announce that we shall be moving to new premises next week/month. With effect from [date] our new address will be: ...

Our new telephone number will be ...

Please visit our website at [website] for the latest information.

## 4. Onnittelu / Congratulations

- I would like to offer you my warmest congratulations on ... (e.g. your having ...)
- I would like to convey my warm congratulations on ... e.g. your appointment as ...)
- I was delighted to learn that ... Please allow me to offer you my warmest congratulations.
- I would like to add my congratulations to the many you will be receiving.
- I would like to offer you my warmest congratulations and very best wishes for the future.
- We should all like to offer our warmest congratulations on this special anniversary.
- Congratulations on receiving/ being named/your new title! ... All best wishes for the future/for your continued success. (*informal*)

### *Reply to congratulations:*

Thank you very much for your letter of congratulations (*or* congratulatory e-mail). I am very happy that ... Thank you again for your kind wishes.

### 4.1 Onnittelu juhlapäivän johdosta / Congratulations for a special occasion

On the occasion of the Independence Day of the Republic of Finland, I would like to extend to you, on behalf of the Government of [country] and on my own behalf, sincere congratulations and best wishes for the success and prosperity of your country and people.

Allow me to take this opportunity to stress the importance that [country] attaches to friendly relations with Finland. All-round cooperation between our two countries and joint efforts towards a united and economically and politically stable Europe confirm me in my belief that the friendly [country]-Finnish relations will thereby be further enhanced in all fields.

### 4.2 Onnittelut hyvästä työstä / Congratulations for a job well done

Let me take this opportunity to send you my very best wishes and congratulate you once again on what you and your colleagues have achieved during the Finnish Presidency.

\*

Please accept my heartfelt congratulations on the excellent work... The dedication and high efficiency of your team have... In particular, I would like to commend Finnish diplomats in Brussels for their expertise on issues related to...

\*

[...] I look forward to a very productive meeting in [city] and to seeing you again. Once again I congratulate you on the work...

\*

[...] It is my pleasure to use this opportunity to express my profound appreciation for...

### 4.3 Onnittelu tehtävään valinnan tai uudelleenvalinnan johdosta / Congratulations for (re-)election

On my own behalf and on behalf of the Government of Finland I would like to extend my most sincere congratulation on your appointment as/designation as/...

\*

On behalf of the Government of Finland and on my own behalf, it gives me great pleasure to extend to you, President x x, my sincere congratulations on your election victory.

\*

On the occasion of your nomination as Minister of x of [country], I wish to extend you my warmest congratulations and my best wishes for success in your high office.

\*

I wish to extend to you my most sincere personal congratulations after the successful elections, together with my best wishes for the future. The close co-operation between us and between our two countries has always been a great pleasure to me.

\*

Allow me to offer you my personal congratulations and those of the [country] Government and people on your recent (re-)election as [title] of [country].

[Country] and Finland enjoy a warm friendship based on...

[Country] remains committed to the promotion of commercial, scientific, educational and cultural exchanges between our two countries. I look forward to working with you and your Government towards these goals.

\*

I would like to congratulate you on your reappointment as [title] of [country].

[Country] and Finland enjoy very friendly relations. As two small countries actively committed to democracy, human rights, the rule of law and sustainability, we often find ourselves aligned and cooperating on international issues of mutual concern.

Our bilateral relations are also getting stronger. There have been a number of high-level visits in both directions in recent years, promoting increased policy dialogue across a range of issues, including.... Cooperation in the area of ... is flourishing... It is my sincere desire that we continue to build upon these links in the coming years. I wish you every success in your second term as [title].

\*

On the occasion of the appointment of your government and the assumption of your duties as [title] of [country], I would like to extend to you my warmest congratulations and my best wishes for every success in your renewed term of office.

I am convinced that we will continue to work closely and fruitfully together in the years ahead, in order to further promote the liberal relations between our two countries as well as to enhance our cooperation within the framework of the European Union and other international forums.

\*

In the wake of the Finnish [party's] victory in the general election of March 18, I want to extend to you, on behalf of the xx Council and on my personal behalf, my most sincere congratulations and to wish you every success in all your endeavours.

\*

On the occasion of your reassumption of the office of the [title] of [country] I would like to convey to you my cordial congratulations and best wishes.

I would like to assure you that [country] highly appreciates the partnership with Finland. I am very pleased that... I believe that fruitful cooperation between the governments of [country] and Finland will continue and develop to the benefit of our states and citizens.

I wish you further success in the performance of your honourable and responsible function. With expressions of respect,

\*

I would like to extend to you my most sincere congratulations, along with my warm wishes for your success, on the occasion of your reappointment as [title] of [country].

I take this pleasant opportunity to express my deep satisfaction with the cooperation between our countries. I look forward to continuing our dialogue and consultations upon the prospects of further strengthening and widening our collaboration, not only at the bilateral level, but also within the European Union framework.

Renewing my warmest congratulations, please accept the assurance of my highest consideration.

\*

It is with great pleasure that we learned last week that you have managed to establish a broad coalition in the centre of Finnish politics, approved by a strong majority in parliament.

We look forward to seeing that the new government will stay on its clear reformist course, continuing with innovative and modern recipes in a large number of policy areas, recipes which are often a guiding light for the governments of the rest of the EU member states.

At the same time I congratulate your new government for the building of a strong and balanced team, reinforced by a female input, and the adoption of a fresh approach.

I look forward to meeting you at...

\*

On the occasion of your re-election as [title] of [country], I extend to you my warm congratulations and wish you every success in your high office.

I avail myself of this opportunity to express my firm belief that the existing bonds of friendship and cooperation between our two countries and peoples will continue to grow and further develop. I reiterate that I am looking forward to the strengthening of these ties in all fields, particularly within the framework of the European Union, thus promoting our common interest to the mutual benefit of our two countries and peoples.

Please accept, Excellency, the assurances of my highest consideration.

## 5. Anteeksipyöntö ja surunvalittelu / Apologies and condolences

### 5.1 Anteeksipyöntö / Apologies

"I am very sorry that the cartoons deeply hurting the feelings of the Muslim world have, against the established rules of good editorial conduct, been published on the homepage of a small group of Finnish extremists," said Prime Minister Matti Vanhanen today in Rome.

"I wish to apologise on my own behalf and on behalf of the Finnish Government that the religious feelings of Muslims have been offended in Finland."

### 5.2 Surunvalittelu / Condolences

- We have just learned with deep regret of the death of...
- We received with sorrow the news of the passing away of...
- We were greatly saddened to learn of [name]'s death.
- We were deeply shocked by [name]'s untimely death
- I was very sorry to learn of [name]'s death.
- [name] will be greatly missed by all who knew her/him.
- We all join in expressing our sympathy to you and your family at this very sad time.
- Please accept our sincere condolences and deepest sympathy.
- Please include us among those who share your sorrow at this sad time.

\*

Dear [title]

We received with sorrow the news of the passing away of your esteemed predecessor [name]. Please accept my sincere condolences, offered both personally and on behalf of my Ministry. People working in [organisation] came to know Mr [name] well over the years. He often visited us in Finland, and we had the pleasure of enjoying his hospitality in Brussels on many occasions.

Mr [name] was... His thoughts and his deeds always reflected his efforts to promote the values and aims of... We particularly appreciated his...

We have lost a friend and here in Finland, too, we grieve his departure.

Please pass our condolences and deepest sympathy also to Mr [name]'s family.

Yours sincerely

\*

The Finnish Government was shocked by yesterday's brutal assault on Anna Lindh, the Foreign Minister of Sweden, and by today's tragic news of her ensuing death.

Anna Lindh was known in Finland for her warmth, optimism and dedication. Her death is an immense loss not only for Sweden but also for the other Nordic countries and the entire international community.

The Finnish Government expresses its deepest condolences to Anna Lindh's family and to the people of Sweden. We have lost a good colleague and a close friend.

\*

I have with anguish followed reports last night and today of the critical condition of Prime Minister Ariel Sharon. I truly wish that despite the reported severity of his stroke, the Prime Minister makes a full and rapid recovery. I hope I may, through you, convey this wish together with my deepest sympathy, to him, to his loved ones and to the members of the Israeli Government.

\*

To the family of Mayor [name]

Please accept the expression of my condolences and deepest sympathies on your sad loss.

In respect of Mayor [name]'s memory,

[signature]

\*

[...]

Ministers began their meeting with a minute's silence to commemorate the victims of the accident. The Government expressed its deep condolences to the victims' families.

The Government announced that the Ministry of the Interior had recommended that flags be flown at half-mast throughout Finland. An earlier recommendation to fly flags at full-mast to honour the birthday of 19<sup>th</sup> century Finnish writer, Minna Canth, and her contribution to gender equality, was cancelled.

\*

Press release

**Three-minute silence on Monday to mark terrorist attacks in Spain**

Ireland, the country currently holding the rotating EU Presidency, has proposed that all EU Member States observe a three-minute silence to commemorate the victims of the bomb attacks that took place in Madrid last week and to express sympathy for the people of Spain. The three-minute silence will be observed on Monday, 15 March 2004, at 11.00 GMT, i.e. 13.00 Finnish time.

The Finnish Government expresses its deepest condolences for those who suffered directly from the terrorist attacks and for the people of Spain as a whole. The Finnish Government hopes that the three-minute silence will be observed throughout Finland on Monday at 13.00.

The Ministry of the Interior has announced that on Monday all government agencies and establishments will fly flags at half-mast and asks the whole country to follow this example.

\*

Press release

**Friday a day of mourning for the acts of terrorism in the United States**

The Heads of State or Government of the EU countries agreed that Friday, September 14 will mark a day of mourning in sympathy with the people of the United States of America. A three-minute silence will be observed in all EU countries at 13.00 Finnish time.

Countries that are candidates for EU membership are invited to take part in this display of solidarity.

The Finnish Government wishes to express its deep sympathy with the grief and pain suffered by the people of the United States. The Finnish Government asks Finnish citizens to observe the three-minute silence on Friday, September 14 at 13.00.

As a mark of respect for the victims, the Ministry of the Interior has made a decision that flags are to be flown at half-mast on all public buildings on Friday. The Ministry requires this to be effected throughout the country.

### 5.3 Kuolemantapauksesta ilmoittaminen / Announcement of someone's death

It is with great sadness that we have to inform you of the passing away of ...

It is with profound sadness that ...

With great sorrow we have to announce the death of ...

With deep regret we ...

*Or, less formally, to inform a colleague, or an acquaintance of the deceased:*

I am very sorry to have to let you know that [name] died last Tuesday / 2 weeks ago / on [date].

*Details that may be added if appropriate include:*

... after a long/short illness ...

... The funeral will be held on [date] at [place].

... A memorial service will be held on [date] at [place].

The funeral/service will be just for the family and close family friends.

## 6. Lähdössä tehtävästä / Leaving office

### 6.1. Kirje tehtävästä lähtevältä / Letter from someone leaving office

After more than x years as [title] of [country], I am today leaving office. One of the most important and stimulating tasks during this period has been to be a part of ... Together, we have been able both to widen and deepen our co-operation. We have also managed to strengthen our cooperation to achieve... I would like to extend my warmest appreciation to you for the excellent cooperation, both on a personal basis and between our two countries.

\*

I am writing to inform you of my resignation from my post as [title] of [country]. I sincerely express my wholehearted gratitude to you and your government for the kind support and cooperation continuously extended to me during my tenure.

\*

The time has come to take leave of my office as [title] of [country]. I do this with a deep sense of gratitude. I would like to thank you especially for your support and your constant readiness to find solutions in a friendly and constructive spirit both in our bilateral relations and in our common work on the European level. I would be grateful if you could cooperate with the new [country] Government in the same way.

Wishing you every success, courage and strength in your future endeavours and hoping that we will have opportunities to meet again to continue our dialogue, I remain,

Yours sincerely,

\*

I am writing to inform you of my resignation from my post as [title] of [country]. I sincerely express my wholehearted gratitude to you and your government for the kind support and cooperation continuously extended to me during my tenure.

I would like to express again my sincere gratitude to Your Excellency for the warm hospitality extended to me during my visit to your beautiful country last September. I will always remember that we had a rewarding exchange of views on bilateral relations and various international issues and you kindly offered me an excellent opportunity to enjoy the nature, culture and history of Finland.

I am convinced that our two countries will continue to develop ever stronger bilateral relations. I intend to continue, in my new capacity, to promote even further our friendly and cooperative relations with your country.

I offer my sincere wishes for Your Excellency's good health and continued success.

\*

As I look back on my tenure in government, I have many wonderful memories of the warm and friendly cooperation you extended to me when I had the honour to serve as the [title] of [country]. Accordingly, I wish to express my deep gratitude for the support you gave me during that period. I also want to underline my deep admiration for your contribution to the international community and for your efforts to strengthen relations between Finland and [country]. I feel that your work made a significant contribution to the security and future prosperity of both our countries. Looking ahead, I hope you will maintain the friendly and cooperative ties to [country] that you extended to me during my government service. I profoundly believe that sustaining and enhancing the cooperation between [country] and Finland will continue to serve the greater good of all of our peoples and the world at large.

## **6.2. Vastauskirje pois lähtevälle / Reply to someone leaving office**

I wish to thank you for your friendly and informative letter of 27 June 2006. It has been a pleasure to have you as a colleague and I will follow with great interest the formation of the new [country's] Government that emerges as a result of the June 2006 elections.

I am convinced that fruitful co-operation between Finland and [country] as EU partners will continue in the future.

I wish you every success and look forward to maintaining contact with you.

## 7. Yhteistyön ja tulevaisuuden toivotus / Expressions for closer cooperation and continued success

### 7.1 Tulevaisuuden toivotuksia / Wishes for success and cooperation

- I wish you every success in your future tasks and look forward to the enhancement of our cooperation both at the bilateral and EU level.
- In this respect I am fully convinced that there will be continued development of harmonious interaction and mutual understanding between x and x.
- I avail myself of this opportunity to express my best wishes for the well-being and success of Your Excellency in 2007.
- I would also like to express my warmest wishes for your continued success in future endeavours.
- I am pleasantly convinced that the excellent cooperation between Finland and [country] as partners in the European Union and in the x region will continue to strengthen in the coming years.
- I avail myself of this opportunity to express my best wishes for the wellbeing and success of Your Excellency in 2007.
- I wish you every success in your future tasks and look forward to the enhancement of our cooperation both at the bilateral and EU level.
- [...] In this respect I am fully convinced that there will be continued development of harmonious interaction and mutual understanding between x and x.

### 7.2 Vierailuehdotuksia / Proposing a visit

I would like to take this opportunity to announce that we will send an economic delegation, consisting of executive officers of [country's] leading companies and board members of our Council, to visit Finland in order to develop bilateral relations in economics, trade and welfare.

Therefore, I would very much appreciate an audience for us with you during our stay in Helsinki. We are now in the process of working through our diplomatic channels to coordinate the details of the delegation's visit programme.

We would be very grateful if you would be so kind as to render your good offices, support, and assistance, as appropriate, for this visit which, I am sure, will further [country]-Finland relations.

Commending the matter to your kind consideration,  
I remain respectfully yours,

\*

Let me first introduce myself. My name is [name] and I work at the [organisation] as [title]. The [organisation] is a body...  
My reason for writing to you is as follows. [...]

I would be very grateful if you could provide me information on these matters and it would be a great pleasure to visit your ministry and discuss them with you.

### **7.3 Kommenttipyyntö / Requesting comments**

I trust this letter finds you in the best of health and spirits. Please allow me to express my sincere gratitude for the long-standing cooperation and support that you have contributed to...

[...] I am sending the programme of the x ceremony, including x declaration, in the hope of continuing to receive your guidance and encouragement and also to inform you of the current state of x. If you have the opportunity to read this material, I would be delighted to have the benefit of your opinion.

In closing, please accept my best wishes for your good health and future success.

## **8. Keskustelu /Discussions**

### **8.1 Tuen osoittaminen tai pyytäminen / Offering or seeking support**

Many thanks to you and your colleagues for the letter on [issue].

I fully agree with you that...

We must therefore seek joint responses to the problem.

We will make every effort to promote...

\*

The [issue] is of paramount importance. I am convinced that [person] and his successor will continue to keep the issue of ... as an item of high priority on the agenda. I urge you to join and support [person/the organisation] in this vital effort. I would like to assure you of our full support in these endeavours.

\*

Many thanks for your letter of 16 September 2006 concerning...

I wholeheartedly agree that...

I hope too that the rest of the International Community shares the concerns expressed in the Conclusions and that it is ready to swiftly act in unison in pursuit of a common goal: [issue].

As for [issue], I am concerned about...

In this respect,

In this regard,

Accordingly,

However, it is equally important that...

On behalf of the EU, I would like to thank you for what you personally and your Government have done with regard to [issue], and in particular for your efforts in the UN Security Council.

\*

I am writing to express my support for your initiative to develop joint choreography for determining the possible next steps in the debate on the future of Europe.

In this respect, we welcome your efforts geared at achieving progress in areas such as growth and employment, the internal market and other objectives of the Lisbon Strategy.

We look forward to working closely with you during the next six months in order to ensure the continuity of our common efforts to enhance and bring dynamism into the debate on the future of Europe during our successive Presidencies.

First, it would be very beneficial to have an exchange of views and discuss the contributions you receive from the Member States, also in the context of the preparations for the European Council. We would very much like to share our ideas with you and discuss ways on how to attain these objectives.

I look forward to further discussion on these matters with you in the course of the coming months.

\*

I wish to address you with the issue of... To start with, I wish to recall... In my letter of 1 January 2007, I presented to you... Much to my regret, ...

With a view to the above, I think it would be appropriate to bring this issue to our level and to streamline common understanding between us and reconfirm commitments previously made. I look forward to meeting you in [place] and I count on your support in this issue.

## 8.2 Mieliteiden vaihto / Exchange of opinions

In advance of the [meeting] next week I am writing to outline some of our thinking on the ... debate begun at [meeting] and continued at [meeting]. I also welcome your proposed focus on... I would hope that our discussions next week will contribute directly to... I look forward to a very productive meeting in [city] and to seeing you again. Once again my congratulations on the work. Kind personal regards Yours sincerely

\*

I am writing to present you with ... I want to start by emphasizing the significance of... The [organisation] strongly believes that... We therefore support... and will support [organisation] in its efforts to implement this mandate in a timely and effective fashion during the [conference]. The EU's recent focus on [issue] is bearing fruit, with growing support for EU action amongst European citizens. We believe that Europe should continue in a common direction, pursuing effective action on citizens' concerns.

There are many worrying issues that must be dealt with. The [organisation] therefore calls for the EU to take all appropriate measures for ... and to examine this matter and make all appropriate recommendations.

We cannot miss this opportunity. The [organisation] urges you to act in a concerted fashion, and with one voice, as from the launch of negotiations in [place] [future time].

In our view, the EU must pursue a balanced approach that addresses the urgent need for...

The [organisation] sincerely wishes that [person/the organisation] will consider our proposal for a full reassessment of [issue] in this light.

I very much hope that you will consider these proposals and participate in our efforts to make them a reality at European level.

\*

Thank you for your letter dated 21 July 2006 concerning...

I welcome a detailed discussion of this matter, so that...

I agree with you that...

Let me begin by emphasising that...

On the issue of ..., the Government is committed, as I am personally, to doing our utmost to find a solution that is acceptable and satisfactory to all concerned.

Let me assure you that...

In our view, this issue has two sides to it. On the one hand, [...]. On the other hand, [...].

Consequently, ...

In our view, ...

Concerning [issue], ...

In this connection, ...

Having said that, I have to agree with you that...

Referring to your letter, I cannot agree with your view that...

In your letter, you mention the issue of ...

Finally, please let me assure you that the Finnish Presidency is fully committed to -ing...

I am convinced that, working together, we will find a reasonable solution that does not jeopardise this principle in any way

\*

Thank you for your letter of 21 September concerning...

As I already stated in my response to the letter of 25 September from you and your Mediterranean colleagues, I fully share your concerns about recent developments. We need to work together to find lasting solutions to...

In my response last week, I highlighted some of the issues that will be tackled during our Presidency and I hope that those observations also provide a preliminary answer to the questions raised in your letter.

I am confident that, at the December European Council, we will be able to take important political decisions that will enable us to work more effectively and more consistently in future.

\*

I would like to convey to you the main message of our discussions.

First of all, the EU is deeply concerned at the situation...

We strongly appeal to you to put an immediate end to...

It is of utmost importance that...

\*

I would once again like to thank you for your hospitality and the interesting discussion we had on Friday in [place]. I appreciate your prompt reply and constructive approach to the issues at hand. It is in the interest of the EU as well as of [organisation] to...

\*

With reference to the Conclusions of the European Council and my own statement at dinner I would like to provide you with some further analysis of the consultations carried out by the Finnish Presidency on the issue of...

One point is plain from the outset: / (It is an obvious point that...)

On the whole,

Firstly,

Secondly,

More specifically,

In principle,

For this reason,

It is widely considered important to develop a greater momentum to move the process forward.

To this end many Member States hoped that...

As regards the timeframe,

It is clear that

In all likelihood,

It is absolutely crucial for [organisation] to avoid...

My impression is that

I remain at your disposal for any further questions you may have on our consultations concerning the [issue]. I look forward to the continuation of this work under your Presidency.

\*

My purpose in writing to you now is to revert to a matter that we have discussed on several occasions over the past few months.

\*

Thank you for your letter concerning [issue]. I was pleased that we were able to meet last weekend in Helsinki for a frank discussion on the matter.

\*

Furthermore, with reference to our letter on 28 June 2005 the Permanent Representation takes this opportunity to inform you that...

\*

- I would like to inform you that...

- I have the pleasure to inform you about...

- I thank you for your interest and positive attitude towards...

- I fully share your evaluation of the important progress achieved during...

- Later/In a moment/Soon I would like to highlight some aspects, about which it is useful to have a sincere and open exchange of opinions.
- Please find enclosed a copy of...
- Please find attached a letter...
  
- When assessing the measure, it should be noted that...
- It is my hope that you will take this information into account in the preparation of the forthcoming meeting.
- We thank you for your attention to these concerns, and extend our best wishes for a productive meeting.
- I look forward to continuing to work closely with you on this agenda.

Yours sincerely,  
 Yours faithfully,  
 Respectfully yours,  
 Respectfully,  
 Yours ever,  
 With kindest regards,  
 With best regards,

With high regards, + Yours sincerely  
 With the assurances of my highest consideration, + Yours sincerely  
 Please accept our highest regards, + Yours sincerely  
 We assure Your Excellency of the expression of our highest regards. + Yours sincerely  
 I avail myself of this opportunity to send you my best regards. + Yours sincerely  
 Please accept, dear colleague, the assurances of my highest consideration. + Yours sincerely  
 Please accept, dear Prime Minister, the assurances of my highest consideration.

## 9. Asian käsittely / Dealing with a matter

### 9.1 Pyyntö viestin välittämiseksi / Forwarding a letter

The Embassy of [country] presents its compliments to the [ministry, office, government etc.] and has the honour to request the [ministry's, office's, etc.] kind assistance in conveying the following message of congratulations from [person e.g. His Excellency X X, title of country] to [person e.g. His Excellency X X, title of country] as follows:

Quote  
[the message]  
Unquote

The Embassy of [country] avails itself of this opportunity to renew to the [ministry, office, etc.] the assurances of its highest consideration.

\*

Your Excellency,

I have the pleasure to transmit herewith attached, with an unofficial translation in English, a copy of a letter addressed to Your Excellency by His Excellency X X, Prime Minister of [country], concerning....

I avail myself of this opportunity to express to Your Excellency the assurances of my highest consideration.

\*

#### VERBAL NOTE

The Embassy of [country] presents its compliments to the [government of country] and has the honour to forward/send a copy of a letter by H.E. Mr. X X, Prime Minister of [country], together with an unofficial / a complimentary translation, addressed to H.E. Mr. X X, Prime Minister of [country].

It is requested that/It will be appreciated if this letter is kindly forwarded to its highest destination. The original of the letter will be submitted in due course.

The Embassy of [country] avails itself of this opportunity to renew to the [government... of country] the assurances of its highest consideration.

\*

## VERBAL NOTE

The Embassy of [country] presents its compliments to the [ministry] and has the honour to enclose herewith a copy of the reply letter by H.E. Mr. X X, Prime Minister of [country], addressed to H.E. Mr. X X, Prime Minister of [country], with the kind request to transmit it to the addressee.

The esteemed Ministry's intercession is kindly requested so that the aforementioned copy of a letter may be forwarded to its High Addressee, while the original will be dispatched through diplomatic pouch.

The Embassy of [country] avails itself of this opportunity to renew to the [ministry] the assurances of its highest consideration.

## 9.2. Ilmoitus kirjeen edelleenvälittämisestä / Note on transferring a letter

Kiitos kirjeestänne. Asianne ei kuulu pääministerin toimivaltaan, joten olemme siirtäneet kirjeenne ...ministeriöön mahdollisia toimenpiteitä varten. Pääministeri pyysi välittämään terveisensä teille.

Ystävällisin terveisin,

Thank you for your letter. The matter in question does not fall within the Prime Minister's purview. We referred your letter to the Ministry of ... for possible action. The Prime Minister sends his regards to you.

Sincerely,

\*

### Transfer of request

The Finnish Prime Minister's Office received the attached a letter from Poland.

As the matter does not fall within the competence of the Prime Minister's Office, we are transferring the issue to the European Court of Human Rights.

Sincerely,

**Lähteet - Sources:**

Otos valtioneuvoston kanslian lähettämiä tai saamia kirjeitä -  
a sample of letters sent or received by the Prime Minister's Office of Finland

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