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sincerely yours faithfully yours truly best regards remember to choose the one that feels appropriate for the context of your letter professional goodbyes sometimes you may prefer a more modern or professional goodbye the following examples are suitable choices for various formal situations kind regards best wishes warm regards

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the preferred letter ending phrases for formal social or business correspondence are sincerely sincerely

yours very sincerely or very sincerely yours kind est regards and warm est regards fill a nice gap between formal and more intimate closings friendly letter closings

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