**delivery**, deliveries

(Nomen)

**Definition:** the act of conveying something to a certain location or person, eg. a letter or a package

**Übersetzung:** Zustellung

**Beispiel:** The delivery was completed by four.

**deliver**

(Verb)

**Definition:** to bring or transport something to its destination

**Übersetzung:** liefern

**Beispiel:** The postman delivered the package on Monday.

**cash on delivery**

(Unzählbares Nomen)

**Definition:** a transaction in which goods are paid for in cash or by certified check immediately when they are received by the buyer

**Übersetzung:** per Nachnahme

**Beispiel:** I would like to pay cash on delivery.

**express delivery letter**, express delivery letters

(Nomen)

**Definition:** a letter which is delivered exceptionally fast

**Übersetzung:** Eilbrief

**Beispiel:** His parents sent him the documents per express delivery letter.
**telegram, telegrams**  ['teɪlə, ˈteləm]  
*(Nomen)*

*Definition:*  a message transmitted by telegraph

*Übersetzung:*  Telegramm

*Beispiel:*  She had never received a telegram before.

**receive**  ['rɪsi:v]  
*(Verb)*

*Definition:*  to take possession of something; to get something one hasn’t had before

*Übersetzung:*  erhalten  
bekommen

*Beispiel:*  She received a lot of presents for her birthday.

**send, sent,**  ['sɛnd]  
*(Unregelmäßiges Verb)*

*Definition:*  to make something (such as an object or message) go from one place to another

*Übersetzung:*  verschicken

*Beispiel:*  I sent a letter to my friend.

**Dear Sir or Madam**  
*(Chunk)*

*Übersetzung:*  Sehr geehrte Damen und Herren

*Beispiel:*  Dear Sir or Madam, enclosed you will find the completed form you were asking for.

**Mr, Messrs**  ['mɪstər]  
*(Nomen)*

*Definition:*  a title used before an adult male's name
Übersetzung: Herr
Beispiel: Hello Mr. Smith!

Ms, Mses [mɛs] (Nomen)
Definition: a title used before an adult female's name or surname instead of Miss or Mrs
Übersetzung: Frau (egal ob verheiratet oder unverheiratet)
Beispiel: Ms. Doe told me to call you.

Mrs, Mmes (Nomen)
Definition: a title used before an adult female's name or surname when it is known that the woman is married
Übersetzung: Frau (verheiratet)
Beispiel: Mrs. Johnes is our new neighbour!

Miss (Unzählbares Nomen)
Definition: a form of address for an unmarried woman
Übersetzung: Fräulein (unverheiratet)
Beispiel: Excuse me Miss, Donny's been pinching my pencils again.

sincerely (Adverb)
Definition: in a sincere or earnest manner; a conventional formula for ending a letter, used when the salutation addresses the person for whom the letter is intended by his or her name
Übersetzung: aufrichtig
Beispiel: Sincerely, Julia Parker.
Synonym(e): Yours sincerely

love  [lʌv]  (Unzählbares Nomen)

Definition: a private and personal formula for ending a letter

Übersetzung: Liebe Grüße

Beispiel: Love, John.

stationery, stationeries  [ˈsteɪʃənəri]  (Nomen)

Definition: writing materials, eg. paper and envelopes

Übersetzung: Briefpapier

Beispiel: When school finished he threw all of his stationery away.

enclose  [ənˈklouz]  (Verb)

Definition: to insert into a container, usually an envelope or package

Übersetzung: beilegen

Beispiel: He enclosed the document that they were waiting for into the envelope.