**The complimentary close**

There are many ways to close or end a business letter depending on how formal you wish to be. Three popular complimentary closings are ‘Sincerely’, ‘Respectfully’, and ‘Best regards’.

Common Complimentary Closes for Business Letters

1. Sincerely,

2. Respectfully,

3. Best regards,

4. Best wishes,

5. Kind regards,

6. Yours truly,

7. Warm regards,

8. Sincerely yours,

9. With many thanks,

10. Respectfully yours,