A Lexicon of Chinese Correspondence of Literary Style with English

Translation and Notes

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The format of traditional Chinese correspondence had changed from time to time. During the Qing dynasty, a well-accepted norm was finalized and it consists of rules regarding the layout and structure, as well as a set of vocabulary and phrases frequently used by letter authors. It remained predominant in the early Republic period and even today, some people are still following the norm in writing letters, although the majority in mainland China have accepted a new letter format as a result of the “Vernacular Movement.”

Since they are closer to our time, the letters of the Qing and early Republic are better reserved than earlier dynasties and they are important materials for the research of Chinese history of the time, a significant transition from imperial China to modern China. In comparison with the earlier letters, however, most of the letters of the above-mentioned period have not yet been published and edited, let along English translation. Similarly, researchers can find in reference books the
meanings of the words and phrases used in the letters of earlier dynasties but they can hardly find the Qing and Republic words and phrases in current reference books. In this consideration, we edit this lexicon focusing on the letters of the Qing dynasty and early Republic period.

We wish by publishing this lexicon, we could benefit researchers and scholars who are studying various aspects of pre-modern and modern China to decode the letters of the periods.

We started this project in 2015 and the contributors of this lexicon are the students, professors, and visiting scholars of a Brandeis course called “Yin Yu Tang Documents” (Chin140a) with emphasis on decoding the letters written by businessmen of Anhui and Shanxi provinces in late Qing and early Republic period. In editing this lexicon, we have received significant supports from the Peabody Essex Museum, World Furniture Foundation, Nancy Berlinger of Boston Museum of Fine Arts, the Family Correspondence Collection of the Museum of Renmin University of China, Erqian Xu of Harvard University, and many others.

We understand that the current entries of this lexicon are limited and we encourage the users to inform us if they cannot find a word or a phrase so that we can add more in the future. We also wish the users could help us correct mistakes
and errors in understanding and/or translation. In so doing, please contact Jian Wei (jianwei@brandeis.edu) or Yu Feng (yfeng@brandeis.edu).

Notes on the Use of the Lexicon

The criterion of entry selection is simple: We hope to include words, short phrases, and long phrases frequently used in the letters of the period, but not frequently used in other forms of writings and/or hardly found in reference books.

The entries are in the conventional pinyin order followed by most of the Chinese dictionaries.

For each entry, we provide the following: 1) The traditional Chinese characters, the dominant form of correspondences of this style, and then simplified Chinese characters in parenthesis in case there differences between the two sets of characters; 2) The standard Chinese pinyin; 3) The English Translation; 4) Note (if necessary) in smaller font.

Instead of trying to find equivalent English expressions used in correspondence, we use the method of direct translation to help the user understand the original meaning of a word or phrase even though the English might seem weird.

Structure of Traditional Letter
Generally, a typical Chinese letter of literary or classical style consists of the following parts:

The first part is to address the recipient. This may include the following: a) name of the recipient (usually the self-claimed literary name), b) the relationship between the writer and the recipient, and c) special respectful words based on the relationship or the job/profession of the recipient. In some letters, however, to address the recipient may move to and combined with part 10 or complimentary close.

The second part is to state the purpose of writing this letter. For example, to acknowledge to have received a letter from the recipient or express concerns about why the recipient did not respond to the writer’s previous letter or letters.

The third part is to greet the recipient, usually seasonal or holiday greetings. It may also include reporting the current state/situation of the writer.

The fourth part is the main body or the substantial part of the letter whose contents vary greatly. It may express gratitude to the recipient. It may express the author’s acceptance of the recipient’s request, or apologize for being unable to fulfill the request by the recipient. It may congratulate the recipient’s marriage, birthday, birth of children, or promotion, or express condolence for the loss of the recipient’s parents, spouse, siblings, other relatives, or friends. It may ask the
recipient for help, make an appointment with the recipient, or ask clarification. It may also discuss and comment on some issues.

The fifth part is to mention attached gift or gifts if any.

The six part is to urge the recipient to reply or to comment on certain issue(s).

The seventh part is complimentary close. The most common contents are wishes.

The eighth part is to sign, often with words of self-humiliation, and date, often using traditional Chinese calendar.

The ninth part is additional remarks, usually the request for conveying regards to someone in the place of the recipient.

Some of the above-mentioned parts are optional.

While governmental correspondences are usually written in regular script, most business or personal letters are in running or cursive style. It is noteworthy that the respectful phrases in part eleven may put two Chinese characters together.

Notes on the Grammatical Characteristics of the Traditional Correspondence
There are several important grammatical characteristics seen in traditional Chinese letters. First, many sentences are without subject, but we can certainly know the agent of the action or the receiver of the action by different verbs and different adjectives. For example, “respectfully submitting a letter” implies the author sent or is sending a letter to the recipient while “throwing down a letter” implies the reverse. “Grand letter” clearly indicates that this is a letter from the recipient while “an inch-short letter” clearly indicates that this is a letter sent to the recipient.

Second, similar to other traditional writings, no punctuation is used for the traditional correspondence. A unique rule is that when the recipient is directly or indirectly mentioned, the author will start a new line or leave a space for at least three characters to show respect. The rule is also good for the parents or grandparents of the recipient or high ranked authority. By contrast, when the author wants to mention oneself directly or indirectly, he or she will use half-size characters centered on the right (horizontally).

Third, the usage of some words in letters may follow different grammatical rules. For example, 并 (bing) in other writings can only connect two verbal phrases, but in traditional letters, it becomes the first choice to connect two nouns.
A
愛鑒（爱鉴）
ài jiàn
[I am writing this letter] with love for you to read.
Usually used for husband to wife at the beginning part of a letter, similar to “my darling.”

B
把臂
bǎ bì
[We shall] link each other’s arm and meet.
Usually used to express the eagerness to meet each other

把晤
bǎ wù
[We shall] shake hands and meet.
Usually used to express the eagerness to meet each other

白
bái
[I] write
Usually used for addressing someone who is of a younger generation to the author.

百拜
bǎi bài
Bow a hundred times
Used either at the beginning part or the ending part of a letter.

拜賀
bàihè
Bow and congratulate

拜上
bàishàng
Bow and send [this letter]
Usually used at the end of a letter

拜托之處，乞費神代辦，不勝感荷。（拜托之处，乞費神代办，不胜感荷。）
bàituō zhī chù, qǐ fèishén dài bàn, bùshèng gǎnhè
Should you make painstaking efforts to fulfill what I am begging you to take care of for me, I would have no way to express my thanks enough.

寶號（宝号）
bǎohào
Your precious store/company
“Precious” is only an “empty” praising word without any substantial implication.

備荷關照，銘戢五內（备荷关照，铭戢五内）
Bèihè guānzhào, míngjí wǔnèi
Being thoroughly taken care of, [I] have inscribed [your favor/helps] in all my inner organs.
備悉壹是 （备悉壹是）
bèixíyíshi
Fully and thoroughly know what [you] have said [in your letter]

敝處 （敝处）
bíchù
My poor place
Usually means my institute, my department, or my office. “Poor” is an “empty” word only to show modesty.

鄙等碌碌如常，魚魚自守 （鄙等碌碌如常，鱼鱼自守）
bǐděng lùlùrúcháng, yúyúzīshǒu
[I] the humble and [my] colleagues have been doing the routine jobs as usual without any creative work and simply following each other the same as a school of fish without a clear direction to move forward.

便中問詢 （便中间询）
bìanzhōng wènxún
When it's convenient for you, please greet/ask [someone/something] for me.

別後萦思，愁腸日斷 （别后萦思，愁肠日断）
Biéhòu yíngsī, chóucháng rìduàn
Yearning has been hanging with me since parting with you and the bitterness caused by missing is unbearable each day.

別後月餘，殊深馳繫 （别后月余，殊深驰系）
Biéhòu yuèyú, shūshēn chíxì
My thought has flied afar to reach and tie with you in the deepest way since I parted with you for over a month ago.
別來良久，甚以為懷（別来良久，甚以为怀）
Biélái liángjiǔ, shèn yǐ wéi huái
It has been long since I parted with you and I miss you so very much.

丙辰
bǐngchén
The 53rd year of the traditional 60 year cycle (1916, 1856, 1796, 1736, 1676, 1616, etc.)

丙申
bǐngshēn
The 33rd year of the traditional 60 year cycle (1956, 1896, 1836, 1776, 1716, 1656, etc.)

丙午
bǐngwǔ
The 43rd year of the traditional 60 year cycle (1966, 1906, 1846, 1786, 1726, 1666, etc.)

丙戌
bǐngxū
The 23rd year of the traditional 60 year cycle (1946, 1886, 1826, 1766, 1706, 1646, etc.)

丙寅
bǐngyín
The 3rd year of the traditional 60 year cycle (1926, 1866, 1806, 1746, 1686, 1626, etc.)
丙子
bǐngzǐ
The 13th year of the traditional 60 year cycle (1936, 1876, 1816, 1756, 1696, 1636, etc.)

並（并）
bìng
And
In traditional Chinese letters, authors use this word to connect two nouns, showing a sharp contrast to regular writing or speech where this word can only connect two verbal phrases.

並頌財安（并颂财安）
bìng sòng cái ān
[I] also wish you would do peacefully and smoothly in your business. Usually used at the end of a letter.

並頌春禧（并颂春禧）
bìng sòng chūn xǐ
[I] also wish you a blessed and pleasant spring. Usually used at the end of a letter.

並頌旅祺（并颂旅祺）
bìng sòng lǚ qí
[I] also wish you a blessed and safe trip. Usually used at the end of a letter.

並詢學安（并询学安）
bìng xún xué ān
[I] also wish you do well in school.

撥冗（拨冗）
bō rǒng
To spare your time from the midst of pressing affairs [to come for an event.] Used for invitation or for a thank you note for the recipient’s participation at the invitation of the author.

薄物
bówù
A small gift

補壁（补壁）
bŭbì
Cover the wall
The author of the letter uses this word to mention his/her painting/calligraphy as a gift to the recipient in a humble way.

不才
bùcái
“No talent”
A humble way of self-addressing

不揣委瑣，冒瀆威嚴 （不揣委琐，冒渎威严）
bùchuăi wēisuǒ, màodú wēiyán
Even though my position is so humble and my opinion would presumptuously offend your dignity, [I still want to express my thoughts to you.]

不憚煩言，有干嚴聽 （不惮烦言，有干严听）
búdàn fányán, yǒugān yán tīng
Putting aside my fear that my words could be considered redundant, trivial and offensive to you whose attention is highly selective for more significant issues, [I still want to tell you what I think.]

不慧
búhuì
The not-smart person
A modest self-address

不盡欲言 （不尽欲言）
bújìn yùyán
[I] cannot include [in this letter] all what I want to tell.
Usually used in the concluding part of a letter.

不另
búlìng
[I] will not write separate letters [to them.]
Usually used at the end of a letter and placed after the name or names of people related to the recipient.

不佞
búning
The not-smart and quick-thinking person
A modest self-address

不日
búrì
In no time; very soon

不日即可抵達（不日即可抵达）
Búrì jíkě dìdá
Will arrive in very soon

不勝歡慰（不胜欢慰）
búshèng huānwèi
Cannot feel happier and more comfortable [to hear the news]

不勝盼切（不胜盼切）
búshèng pànqiè
Nothing can express my enough wishes [for your reply/action]

不一
Búyī
[For other things I] will not inform [you] details one by one.
Used at the end of a letter.

C

裁答
cáidá
Reply with [your] decisive opinion and judgment
Used to request the recipient’s reply to the sender when the recipient

蠶月（蚕月）
cán yuè
The “silkworm month” or the 3rd month of traditional Chinese calendar

粲正
càn zhèng
Please kindly correct [my work] even though it might be just a joke in your expert eyes
Used when the sender encloses a poem or an essay with the letter to ask for the feedback from the recipient on how the poems or articles can be revised and improved.

草草不具
cǎocāo bújù
[I am writing this letter] in a rush and cannot fully express [all what I want to tell you and/or to convey my regards to all friends in your place]

側聞（側聞）
cèwén
Something heard indirectly, rumor

曾否
céngfǒu
Have ever [done something] or not
Used in question

禅座（禅座）
chánzuò
The seat for a Zen master
A respectful way to address the recipient who is either a Buddhist master or a faithful follower of Buddhism. Used after the name of that person.

常相敘首
cháng xiāng xùshǒu
[I wish we could] meet and talk face to face frequently.

暢月（畅月）
chàngyuè
The “unimpeded month” or the 11th month of traditional Chinese calendar

掣交
chèjiāo
A transaction/deliver is completed
Used in business letters

辰刻
chénkè
7am-9am

辰時（辰时）
chénshí
7am-9am

辰維履祺、式燕、時祉、增羊、允孚所頌。（辰维履祺、式燕、时祉、增羊、允孚所颂。）
Chén wéi lǚqí, shìyàn, shízhǐ, zēngyáng, yùnfū, suǒsòng
[I] wish you would step on blessed land, enjoy celebrating banquets, increase your wealth, and enlarge your luckiness in this [holiday] season. Often used for Chinese new year wish.

承賜忠言，心感何極？（承赐忠言，心感何极？）
Chéngcì zhōngyán, xīngàn héjí?
Receiving [your] kind words of criticism, I cannot find a way to express enough thanks for [your] boundless helps.

承蒙
chénɡménɡ
Having received [from the recipient]

承蒙存問，不勝感謝。（承蒙存问，不胜感谢。）
Chénɡménɡ cúnwèn, búshènɡ gǎnxì
Receiving [your] kind words of regards, I cannot express enough thanks.

承蒙關照，不勝感激。（承蒙关照，不胜感谢。）
chénɡménɡ guānzhào, búshènɡ gānjjí
Being take care of [by you,] I cannot express enough thanks [to you.]

承蒙關注，特此感謝。（承蒙关注，特此感谢。）
Chénɡménɡ guānzhù, tècī gǎnxì
[I am] writing to express my great thanks for receiving attention [from you.]
承蒙惠贈，衷心感謝。（承蒙惠贈，衷心感謝。）
Chéngménghuízèng, zhōngxīn gǎnxiè
Please accept [my] hearty thanks for receiving your kind gift.

承蒙見教，獲益甚多。（承蒙見教，獲益甚多。）
Chéngméngrénjiào, huòyì shènduō
[I am] greatly benefited from the instruction you kindly offered to me.

承蒙諄諄忠告，銘感，銘感。（承蒙諄諄忠告，銘感，銘感。）
Chéngménghūnzhūnzhōnggào, mínggǎn, mínggǎn
Receiving [your] earnest instruction/warnings, [I] will definitely keep them deep in my mind.

呈稿
chénggǎo
[I am writing this letter to] submit my work [as you have requested.]
Usually used at the end of a letter when the main body of the letter is a poem or an essay requested by the recipient.

呈上，乞哂正，幸幸
chéngshàng, qǐ shěnzhèng, xìngxìng
Presenting [my] work to you, I beg you could offer corrections while laughing at it. [I would deem it] a great fortune [should you do so.]

承示
chéngshì
As [your letter] indicates

承示誠摯之言，佩甚感甚。（承示誠摯之言，佩甚感甚。）
Chéngshīchéngzhìzhīyán, pèishèn gǎnshèn
Receiving your sincere words, [I] greatly appreciate and feel very grateful.

承囑各事，皆一一照辦，勿念。（承囑各事，皆一一照办，勿念。）
Chéngzhūgèshì, jiēyīyīzhàobàn, wùniàn
All what [you] have entrusted me to deal with have been done [by me] one after another accordingly. Please do not worry.
chǐfù wéi qiàn  
I am sorry for responding [your letter] late.

赤日炎炎，万请珍重。（赤日炎炎，万请珍重。）  
The sun is flaming. Please do take care [of yourself in such a hot weather].

敕  
chi  
To command/order

飭（饬）  
chi  
To command/order

衝襟（冲襟）  
chōng jīn  
Have an open mind and don’t care about fame and profit

丑刻  
chǒukè  
1am-3am

丑時（丑时）  
chǒushí  
1am-3am

春光明媚，想必閤家安康。  
Chūnguāng míngmèi, xiǎngbǐ héjiā ānkāng  
Under the bright and beautiful spring sun, [I] believe [your] whole family must be peaceful and healthy.

春寒料峭，善自珍重。  
Chūnhán liàoqiào, shàn zi zhēnzhòng  
Cold waves surge in spring and I wish [you] could take good care of [yourself.]

春日融融，可曾乘興駕遊？（春日融融，可曾乘兴驾游？）  
Chūnruì róngróng, kēcěng chéngxìng jiàoyóu  
Have you followed your high spirit to drive out to enjoy in the lovely spring days?
春雨霏霏，思绪绵绵。（春雨霏霏，思绪绵绵。）
Chūnyǔ fēifēi, sīxù miánmián
The long lasting spring drizzle makes [my] thoughts lingering for [friends I miss.]

慈鑒
cǐjiàn
Read with mercy
This is placed immediately after the name/title of a respectful recipient, such as a parents (mother more likely), a Buddhist master or a caring senior.

此函閱後焚去。（此函阅后焚去。）
Cǐhán yuèhòu fénqù
After reading, please destroy this letter by burning it.

此賀旅居多福！（此贺旅居多福！）
Cǐ hé lǚjū duōfú
This is to wish you good lucks when traveling.
Used at the end of a letter.

此間近事（此间近事）
cǐjiān jìnshì
What have happened here recently

此問同人（此间同人）
cǐjiān tóngrén
People in the same field here or the same interests

此請福安！（此请福安！）
Cǐqǐng fù ān
This is to wish you great fortune and peace
Used at the end of a letter.

此頌近佳！（此颂近佳！）
Cǐ sòng jìnjiā
This is to wish you all the best in recent days.
Used at the end of a letter.

此問鵬程萬里！（此问鹏程万里！）
Cǐ wèn pénghéngwànli
This is to wish you all the best throughout your journey as the great eagle flying a thousand miles without hinder.
Used at the end of a letter.

此詢近祉！（此询近祉！）
Cǐ xún jìn zhǐ
This is to wish you the best of luck in recent days.
Used at the end of a letter.

此祝行安！
Cǐ zhù xíng ān
This is to wish you a safe journey.
Used at the end of a letter.

此物此志也
cǐ wù cǐ zhì yě
This is exactly the same as the situation and reason [that the ancients said].

賜鑒（赐鉴）
cǐjiàn
Grant me a read [of my letter]
Used at the beginning of a letter, immediately after the name/title of the recipient. Often for recipient of the same generation/rank.

次韻（次韵）
cǐyùn
Follow the rhyming words of an original poem to compose a new poem as response. Often for responding to the poem by the recipient.

匆此
cōngcǐ
[I] am writing this letter in a rush
Used at the end of the letter, before wishes.

匆此布復（匆此布复）
Cōngcǐ bùfù
[I] am writing this letter of reply in a rush
Used at the end of the letter, before wishes.

匆匆，不尽缕述（匆匆，不尽缕述）
Cōngcōng, bújìn lǚshù
[I] am writing this letter in a rush and cannot include all the details.
Used at the end of the letter, before wishes.

篡易
cuànyì
[My] bold and immature changes [to your writing]
Used when the sender has just made corrections on the writing of the recipient.

寸緘（寸缄）
cùnjiān
A short letter
Used to mention one’s own letter.

D

得邀赐玮之命（得邀赐玮之命）
dé yāo cìwěi zhī mìng
To have a chance to ask for the jade award
“Jade award” is a ceremony for a glorious retirement.

大鉴（大鉴）
dàjiàn
Read in a great manner
Used at the beginning of a letter, immediately after the name/title of the recipient.
Respectful but not age/rank specific.

大痊
dàquán
Fully recovered from illness

大人
dàrén
Your Greatness/Highness
A title used for officials, parents, or someone of the same generation of the sender’s parents.
大示
dàshì
[Your] great letter

大示拜讀，心折殊深。（大示拜读，心折殊深。）
Dàshì bàidú, xīnzhé shūshēn
Reading your great letter, I have been deeply convinced by what you said.

大示讀悉（大示读悉）
dàshì dúxī
[I] have thoroughly read your great letter.

大示誦悉（大示诵悉）
dàshì sòngxī
[I] have thoroughly read your great letter.

但有見示，願效犬馬。（但有见示，愿效犬马。）
Dànyǒu jiànsì, yuànxiào quǎnmǎ
As long as [you] send me an instruction [to do something, I] will be willingly following [you] as your servant the same way as a dog or a horse to serve his master.

當此春風送暖之際，料想身心均健。（当此春风送暖之际，料想身心均健。）
Dāngcǐ chūnféngsònghuǎn zhījì, liàoxiǎng shēnxīn jūn jiàn
I believe you are of great health both physically and psychologically on the pretty spring season with pleasantly warm breeze.

道察
dàochá
Read [my letter] with [your] profound vision
Used at the beginning of a letter immediately after the name/title of the recipient who is famous for deep and philosophical thoughts and vision

道鑒（道鉴）
dàojiàn
Read [my letter] with [your] profound vision
Used at the beginning of a letter immediately after the name/title of the recipient who is famous for deep and philosophical thoughts and insight.
道座
dàozuò
Taoist seat
Used at the beginning of a letter immediately after the name/title of the recipient who is a Taoist master or famous for deep and philosophical thoughts and vision.

得賞（得赏）
déshǎng
Receiving your precious
Usually used for a reply letter to express appreciation when receiving a gift, especially a signed book, a calligraphy or a painting, from the recipient

得書之喜，曠若復面。（得书之喜，旷若复面。）
Déshū zhī xǐ, kuàngruò fùmiàn
The happiness of receiving your letter is so great that I feel as if we were talking face to face.

得暇，望時賜教言為禱。（得暇，望时赐教言为祷。）
Déxiá, wàng shí cì jiàoyán wéidǎo
[I] wish [you] would offer me [your] instructions [to me] often when [you] have spare time.

德配
dépèi
Virtuous spouse
The polite way to address other people’s wives.

弟
dì
I as your younger brother
A humble way of self-addressing for male sender of the letter. The sender and recipient are of the same generation and the sender is not necessarily younger than the recipient is.

迭接
diéjiē
Received in succession
Used in a letter of reply when the sender has received more than one letter from the recipient.

丁丑
dīngchōu
The 14th year of the traditional 60 year cycle (1937, 1877, 1817, 1757, 1697, 1637, etc.)

丁亥
dīnghái
The 24th year of the traditional 60 year cycle (1947, 1887, 1827, 1767, 1707, 1647, etc.)

丁艱（丁艰）
dīng jiān
Suffer from parents’ death
Often used to mention one’s mourning period for one’s parents. Traditionally, the period should be 3 years.

丁卯
dīngmǎo
The 4th year of the traditional 60 year cycle (1927, 1867, 1807, 1747, 1687, 1627, etc.)

丁巳
dīngsì
The 54th year of the traditional 60 year cycle (1917, 1857, 1797, 1737, 1677, 1617, etc.)

丁未
dīngwèi
The 44th year of the traditional 60 year cycle (1967, 1907, 1847, 1787, 1727, 1667, 1607, etc.)

丁憂（丁优）
dīngyōu
Suffer from parents’ death.

丁酉
dīngyǒu
The 34th year of the traditional 60 year cycle (1957, 1897, 1837, 1777, 1717, 1657, etc.)

頂禮（顶礼）
dǐnglǐ
Kowtow (of the Buddhist way)

東日（东日）
dōngrì
The 1st day of a month

冬日
dōngrì
The 2nd day of a month; winter days

度已達覽（度已达览）
dù yǐ dálǎn
[I] guess [you] have already read my [previous] letter(s).

端月
duānyuè
The first month of traditional Chinese calendar

頓首（顿首）
Dùnshǒu
Kowtow
Often used at the end of a letter immediately after the sender’s name and the two characters are often drawn as a special symbol without space in between.

頓状（顿状）
dùnzhuàng
Complete [my] writing [of this letter] with a kowtow.

E

噩耗傳來，不勝悲悼。（噩耗传来，不胜悲悼。）
Èhào chuánlái, bùshèng bēidào
When hearing the grievous news (obituary), [I] cannot find enough words to express [my] sorrowfulness and condolence.

F

法家
fǎjiā
A leading expert whose theory/method is considered fundamental rules of the field for others to follow.
Often used to for a great poet, painter, calligrapher, or artist of similar field.

凡可效勞之處，自當盡力而為。（凡可效劳之处，自当尽力而为。）
Fán kě xiàoláo zhīchù, zìdāng jìnli èrwéi

煩交（烦交）
fánjiāo
Trouble to pass this letter to
Often used on envelop if the letter is not directly mailed to the recipient.

方家
fāngjiā
A person with great knowledge and/or expertise.

方命
fāngmìng
Disobey the request
An self-deprecatory expression to show that one cannot act in accordance with the request

方為正辦（方为正办）
fāng wéi zhèngbàn
Nothing else but this [as I suggest] is the right thing to do.
Used as criticism/complaint

非敝處不情（非敝处不情）
fēi bìchù bùqíng
[We reject your request] is not because [our] humble department forget the friendship [between our department and yours.]

肺腑之語，請恕直言。（肺腑之语，请恕直言。）
Fèifǔ zhīyǔ, qǐng shù zhíyán
The words coming from [my] mouth are from [my] pure and candid heart, so please allow [me] to speak in a straightforward way.

費神之處，不勝感激。（费神之处，不胜感谢。）
Fèishén zhīchù, bùshèng gǎnjī
No words is enough to express [my] gratitude for troubling [you] to do things [for me].

費神之處，泥首以謝。（费神之处，泥首以谢。）
Fèishén zhīchù, níshǒu yǐ xiè
[I] will kowtow to thank [you] for troubling [you] to do things for [me].

費神之處，容當面謝。（费神之处，容当面谢。）
Fèishén zhīchù, róng dāngmiàn xiè
Please allow me to meet [you] in person in the future to express [my] gratitude for troubling [you] to do things for [me].

分袂
fènmèi
parting

分手多日，別來無恙？（分手多日，别来无恙？）
Fēnshǒu duōrì, biélái wúyàng
It has been days since [our] parting. Have [you] been in good health as before? (How have you been?)

風雨同舟，願聞明教。（风雨同舟，愿闻明教。）
Fēngyǔ tóngzhōu, yuànwén míngjiào
Since [we] are on the same boat in the wind and rain (we have experienced many difficulties together), [I] would like to listen to [your] bright instructions.

奉讀惠書，久未作復，甚以為歉。（奉读惠书，久未作复，甚以为歉。）
Fèngdú huìshū, jiǔwèi zuòfù, shèn yǐ wéiqiàn
[I] have read [your] beneficial letter and [I] am so sorry for failing to respond in time.

奉懇之事，乞速復為荷。（奉恳之事，乞速复为荷。）
Fèngkěn zhīshì, qǐ sùfù wéihè
For the matter [I] request [you to do for me], [I] beg [you] could give [me] quick response.

佛頭著糞，殊覺顏汗。（佛头着粪，殊觉颜汗。）
Fótóu zhuó fèn, shūjué yánhàn
My work would be like a stain to your publications the same way as a bird to leave a drop on the head of a Buddha statue and [if it is published], I would feel abashed. Self-abasement for contributing an article

夫人、小女均此請安（夫人、小女均此请安）
Fūrén xiǎonǚ jùncí qǐngān
Both my wife and my daughter ask me to convey their best regards [to you].

福安
fú'ān
Blessed and peaceful
Wish when writing to parents and elder members of the families.

福履
fúlǚ
Blessed and receiving great income
Wish when writing to parents and elder members of the families.

伏乞諒鑒為幸。（伏乞求谅鉴为幸。）
Fúqǐ liàng jiàn wéixìng
[I] would deem it a great fortune and kowtow if [you] could accept [my] apology and read [my letter].

伏維（伏维）
fùwéi
kneeling on the ground with face down to wish

伏維攝衛（伏维摄卫）
fúwéi shèwèi
In great respect, [I] wish you can take care and keep in good health.

福绥（福绥）
fúsuí
Blessed and peaceful
Wish when writing to parents and elder members of the families.

福田安康
fútián ānkāng
Blessed, peaceful, and healthy
Wish when writing to parents and elder members of the families.

福祉
fúzhǐ
blessings

服政
fúzhèng
Fifty years old

甫
fǔ
Just, not until

斧正
fǔzhèng
To make corrections [on my writing]

附筆致意
fùbǐ zhìyì
[Someone] also asks me to convey regards [to you].
Usually used at the end of a letter.

附呈
fùchéng
Enclosed

附呈微物，聊佐喜儀，勿棄為幸
Enclosed with this letter is a tiny thing and [I wish it could] be an addition to the wedding gifts [you received from people]. [I] would feel lucky if [you] do not dislike it.

干請
Gānqǐng
Please help [me do something].

干求
Gānqiú
Please help [me do something].

敢不遵命
Găn bù zūnmìng
[I] dare not disobey [your] request/order.

感荷高情，非語言所能鳴謝。（感荷高情，非语言所能鸣谢。）
Gǎnhè gāoqíng, fēi yǔyán suǒnéng mínghòng
[I] cannot find words to express [my] thanks to receive the lofty friendship and passion [from you].

高暑
gāoshù
“High Heat” (the sixth month of the traditional Chinese calendar)

臘月
gāoyuè
The 5th month of traditional Chinese calendar

閣下（閣下）
géxià
Under your lofty building (Your Mightiness)
Usually added after the name/title of the recipient to show respect.

賀日
gěrì
The 20th day of a month

各盡綿薄 (各尽绵薄)
gèjìn miánbó
Everyone contributes a meagre strength to help

庚辰
gēngchén
The 17th year of the traditional 60 year cycle (1940, 1880, 1820, 1760, 1700, 1640, etc.)

庚申
gēngshēn
The 57th year of the traditional 60 year cycle (1920, 1860, 1800, 1740, 1680, 1620, etc.)

庚午
gēngwǔ
The 7th year of the traditional 60 year cycle (1930, 1870, 1810, 1750, 1690, etc.)

庚戌
gēngxū
The 47th year of the traditional 60 year cycle (1910, 1850, 1790, 1730, 1670, 1610, etc.)

庚寅
gēngyín
The 27th year of the traditional 60 year cycle (1950, 1890, 1830, 1770, 1710, 1650, etc.)

庚子
gēngzǐ
The 37th year of the traditional 60 year cycle (1960, 1900, 1840, 1780, 1720, 1660, 1600, etc.)

梗日
gěngrì
The 23rd day of a month
恭賀（恭贺）
gōnghè
Conratulate with respect

恭賀新禧（恭賀新禧）
gōnghè xīnxi
Conratulate with respect on [your] new year! (Happy New Year!)

恭賀燕喜（恭贺燕喜）
Gōnghè yànxǐ
Conratulate with respect on [your] joyful banquet!
Usually a wedding banquet

恭請闔府康福（恭请阖府康福）
gōngqǐng héfǔ kāngfù
Respectfully wish your whole family to have good health and fortune.

公緩（公绥）
gōngsuí
The greeting at the end of a business letter

姑洗
gūxǐ
The 3rd month in the traditional Chinese Calendar

故園念切，夢寐神馳。（故园念切，梦寐神驰。）
Gùyuán niànqiè, mèngmèi shénchí
[I] profoundly yearn for homeland, where [my] dreams lie on and thoughts fly to.

瓜月
guāyuè
The “melon” month or the 7th month of traditional Chinese calendar

盥諷（盥讽）
guànfěng
Wash/bathe first and then to read [your letter/book] (read with great respect)
光阴
guāngyīn
Time

归来即当走候（归来即当走候）
guīlái jīdāng zǒuhòu
[I] will visit [you] as soon as [I] come back.

癸丑
guīchǒu
The 50th year of the traditional 60 year cycle (1913, 1853, 1793, 1733, 1673, 1613, etc.)

癸亥
guīhài
The 60th year of the traditional 60 year cycle (1923, 1863, 1803, 1743, 1683, 1623, etc.)

癸卯
guīmǎo
The 40th year of the traditional 60 year cycle (1963, 1903, 1843, 1783, 1723, 1663, etc.)

癸巳
guīsì
The 30th year of the traditional 60 year cycle (1953, 1893, 1833, 1773, 1713, 1653, etc.)

癸未
guīwèi
The 20th year of the traditional 60 year cycle (1943, 1883, 1823, 1763, 1703, 1643, etc.)

癸酉
guīyǒu
The 10th year of the traditional 60 year cycle (1933, 1873, 1813, 1753, 1693, 1633, etc.)

貴體新痊，諸惟珍重。（贵体新痊，诸唯珍重。）
Because you have just recovered from illness, please take good care of yourself in every activity.

桂月
guìyuè
The “sweet-scented-osmanthus” month or the 8th month of traditional Chinese calendar

過定（过定）
guòdìng
[The bridegroom's family] sends the bride confirming gold/money [to the bride’s family]

過隙白駒（过隙白驹）
guòxì báijū
The time passed the small gap quickly just like a running horse. (Time passed quickly)

H

海天遙遠，音問久疏。（海天辽远，音问久疏。）
Hǎitiān liáoyuǎn, yīnwèn jiūshū
Separated by vast ocean and sky, it has been a long time since our last communication.

亥刻
hàikè
9pm-11pm

亥時（亥时）
hàishí
9pm-11pm

寒日
hánrì
The 14th day of a month
函丈
hánzhàng
Professor, teacher
The word literally means “containing a space of one zhang (roughly 3 meters) and it is said that in the past there should be such a space between the students and the teacher.

皓日
hàori
The 19th day of a month

阖家老小安好如常，請勿念為要。（阖家老小安好如常，请勿念为要。）
Héjiā lǎoxiǎo ānhǎo rúcháng, qǐng wùniàn wéiyào
[My] entire family members, seniors or youngsters, are all in peace and doing well as usual. It is very important for [you] not to worry about [us.]

阖寓無恙，請釋懸念。（阖寓无恙，请释悬念。）
Héyù wúyàng, qǐng shì xuánniàn
[My] whole family are in good health. [Your] great concerns and worries about [us] should get relieved.

何日來此，願得晤談為幸。（何日来此，愿得晤谈为幸。）
Hérì láicǐ, yuàndé wùtán wéixìng
When will [you] be able to come here? [I] will deem it a great fortune to meet and talk to you.

荷月
héyuè
The “lotus” month or the 6th month of traditional Chinese calendar

曷勝愴惋
（曷胜怆惋）
hé shèng chuàngwǎn
How could [I] restrain my sadness and sorrowfulness?
Used mainly in letter of condolence.

曷勝禱企
（曷胜祷企）
héshèng dāoqǐ
How could [I] restrain my prayers and expectations?
厚蒙雅爱，沥胆直谏。（厚蒙雅爱，沥胆直谏。）
Hòu méng yà ěi, lìdǎn zhí jiàn
Receiving generously [your] graceful affection, [I think I must] speak out frankly my words of admonishment and remonstrance in order to show my loyalty.

厚情盛意，应接不遑，切谢切谢。（厚情盛意，应接不惶，切谢切谢。）
Hòu qíng shèng yì, yìng jiē bù huáng, qièxiè, qièxiè
[I] have been busy receiving your greetings and gifts one after another and they are exemplars of your friendship and favors. Thank you very much!

忽鸣燕贺，且祝新禧。（忽鸣燕贺，且祝新禧。）
Hū míng yàn hè, qièzhù xīnxǐ
Suddenly [your] wedding banquet schedule is announced and let me congratulate on your marriage.

鵝候回示（鵝候回示）
hú hòu huí shì
[I] stretch my neck like a goose to wait for your reply.

花朝
huāzhāo
“The Blossom Morning” or the 2nd day of the 2nd month in lunar calendar

華翰（华翰）
huáhàn
[Your] beautiful letter

晦日
huìrì
The last day of a month.

誨正（诲正）
huìzhèng
Look forward for [your] instruction and correction.

惠假
huìjiǎ
Generously lend things to [me].
惠鉴（惠鉴）
huí jiàn
[Do me a] favor to read [my letter]
Placed after the name/title of the recipient who is typically of the same generation/rank.

惠示
huì shì
Favorable and/or beneficial instruction
In most cases it only means your letter.

惠书（惠书）
huìshū
[your] letter [that I deem] a favor [to me]
It simply means your letter.

惠书敬悉，甚感盛意。（惠书敬悉，甚感盛意。）
Huìshū jìngxī, shènggǎn shèngyì
Receiving and thoroughly reading [your] letter [that I deem] a favor [to me,] I deeply feel your great kindness.

惠书敬悉，情义拳拳。（惠书敬悉，情义拳拳。）
Huìshū jìngxī, qíngyì quánquán
Receiving and thoroughly reading [your] letter [that I deem] a favor [to me, I can feel] your deep friendship.

惠鉴（慧鉴）
huí jiàn
Read with great wisdom
Placed after the name/title of the recipient who is most likely a religious person or a philosopher.

获聆教言，殊为欣忭。（获聆听教言，殊为欣忭。）
Huòlìng jiàoyán, shūwéi xīnbìàn
I feel greatly pleasant to receive your instructional words.
箕帚之使
jīzhòuzhīshǐ
The broom and dustpan holder
It is a humble way to call one’s own wife.

極盼大駕早莅（极盼大驾早莅）
jípàn dàjià zǎoli
[I am] extremely looking forward to seeing your grand carriage come to my place soon.
It simply means I look forward to your coming.

即請夏安（即请夏安）
jíqǐng xià ān
Wish [you] a peaceful and safe summer
Used at the end of a letter

即頌編祺（即颂编祺）
jísòng biānqí
Wish [you] blessed in editorial work.
Used at the end of a letter

即頌儷祉（即颂俪祉）
jísòng lìzhǐ
Wish [you] a blessed marriage.
Used at the end of a letter for a new couple.

即頌戎綏（即颂戎绥）
jísòng róngsuí
Wish [you] peaceful and sound in military service.
Used at the end of a letter for a general/military officer

即頌勛祉（即颂勋祉）
jísòng xūnzhǐ
Wish [you] blessed in government service.
Used at the end of a letter for a government official

即頌著祺（即颂著祺）
jísòng zhùqí
Wish [you] blessed in writing.
Used at the end of a letter for an author

即维履端集慶（即维履端集庆）
jí wéi lǚduān jìqìng
[I am] writing to wish you on a right track and enjoy all lucks.

即询双佳（即询双佳）
jíxún shuāngjiā
Wish both of you well
Used at the end of a letter for a new couple

季春
jìchūn
Late spring

季弟
jìdì
Younger brother

季冬
jìdōng
Late winter

季父
jìfù
Father’s younger brother

季秋
jìqiū
Late fall

季夏
jìxià
Late summer

計日（计日）
jírì
In days
寄上薄物若干，尚望笑纳为幸。（寄上薄物若干，尚望笑纳为幸。）
Jishàng bówù ruògān, shàng wàng xiào nà wéixìng
[Together with this letter I also] mail [you] some small and cheap things and I would deem it a great luck should you accept them with a sneer.

家伯
jiābó
My uncle
For father’s elder brother only. Used when mention him to a third party.

家翁
jiāwēng
My father
Sometimes may also mean my grandfather, or my father in law. Used when mention him to a third party.

嘉平月
jiāpíngyuè
The 12th month of the traditional Chinese calendar

佳日
jiārì
The 9th day of a month; a nice day

甲辰
jiáchén
The 41st year of the traditional 60 year cycle (1964, 1904, 1844, 1784, 1724, 1664, 1604, etc.)

甲申
jiáshēn
The 21st year of the traditional 60 year cycle (1944, 1884, 1824, 1764, 1704, 1644, etc.)

甲午
jiáwǔ
The 31st year of the traditional 60 year cycle (1954, 1894, 1834, 1774, 1714, 1654, etc.)
甲戌
jiǎxū
The 11th year of the traditional 60 year cycle (1934, 1874, 1814, 1754, 1694, 1634, etc.)

甲寅
jiǎyín
The 51st year of the traditional 60 year cycle (1914, 1854, 1794, 1734, 1674, 1614, etc.)

甲子
jiǎzǐ
The first year of the traditional 60 year cycle (1924, 1864, 1804, 1744, 1684, 1624, etc.)

價洋（价洋）
jiàyáng
With a tag price of
Directly followed by the amount of the money

賤軀如常，眷屬安健，聊可告慰。（贱躯如常，眷属安健，聊可告慰。）
Jiànquō rúcháng, juànnshū ānjiàn, liáokē gàowèi
I cannot find something else but the following to make you feel less concerned with me: My humble body is [as good] as usual and my family members are all safe and healthy.

緘（缄）
jiān
Letter; to seal a letter
Often used on an envelope after the sender’s name to mean “sealed by the sender.”

漸入嚴寒，伏維自愛。（渐入严寒，伏维自爱。）
Jiànrù yánhán, fúwéi zì àì
Since the cold winter is coming and with extreme reverence, I wish you would cherish yourself.

賤息（贱息）
jiànxī
My humble kid(s)  
A humble way to mention one’s own kids to others.

賤內（贱内）  
jiànnèi  
My humble wife  
A humble way to mention one’s own wife to others.

賤體初安，承問極感。（贱体初安，承问极感。）  
Jiàntǐ chū ān, chéngwèn jīgǎn  
My humble body has just recovered and your kind letter to ask my health conditions made me very grateful to you.

江日  
jiāngrì  
The 3rd day of a month

獎借（奖借）  
jiǎng jiè  
Praise and recommend

獎飾過分，實不敢當（奖饰过分，实不敢当）  
jiǎngshì guòfèn, shí bùgǎndāng  
[Your letter] praised me too much and I really don’t worth it.

講席（讲席）  
jiǎngxí  
To [your] mteachingat/chair  
Respectful appellation of master, scholars and elders. Used at the beginning of a letter, after the name of the recipient.

交奉  
jiāofèng  
Hand in with Respect

教言  
jiào yán  
Instructional words
I received your letter with respect and got to know all what [you] said.

After receiving and reading [your letter], [I] am very confused with the disagreement.

At that time

Today I present you my work humbly.

Today I have a little free time so could write [you] a few words.

Enclosed with this letter is a gift. Although it is shamefully meager, I wish it could still serve as something for me to congratulate your marriage.

Enclosed with this letter is my work for you to read and I wish you could point out my mistakes.

Enclosed with this letter is my work for you to read and I wish you could point out my mistakes.
[Above] is [my] careful reply to your letter.  
Most likely to be used at the end of a letter.

謹賀（謹贺）
jínhè
[I am writing above words] to congratulate you.  
Most likely to be used at the end of a letter.

謹蒙誨語, 用祛尘惑。（謹蒙诲语, 用祛尘惑。）
Jǐnméng huìyǔ, yòngqū chénhuò
With your instructing words offered to me, I can get rid of all my secular troubles and confusions.

謹祈代為轉交, 費神感荷。 （謹祈代为转交, 费神感荷。）
Jǐn qǐ dàiwei zhuǎnjiāo, fèishén gǎn hè
Hope you can pass this on for me, and I really appreciated the time and efforts that I troubled you to spend.

謹啓者（謹启者）
jínqǐzhě
To whom it may concern
Used at the beginning of a letter when the recipient is not specific but an office or the like.

謹請勛祺（谨请勋祺）
jǐnqǐng xūnqí
Wish you blessed in government.  
Used at the end of a letter.

謹上 （谨上）
jǐnshàng
[Above] is what I want to hand in for you carefully.  
Used at the end of a letter.

謹書以讬，不宣。（謹书以托，不宣。）
Jǐn shū yǐ tuō, bù xuān
I am handing in this letter to you for your help and I don’t think I need to explain more due to our tacit mutual understanding.  
Used at the end of a letter.
謹肅（謹肅）
jǐnsù
[I am handing in this letter] in a cautious and serious manner.
Used at the end of a letter, most likely a governmental correspondence.

謹問遊安（謹问游安）
jǐnwèn yóu ān
I wish you a safe journey.
Used at the end of a letter whose recipient is traveling.

謹祝母子平安無恙，望代致拳拳。（謹祝母子平安无恙，望代致拳拳。）
jǐnzhù mǔzǐ píng’ān wúyàng，wàng dài zhì quánquán
Wish your wife and newborn baby safe and healthy, and please convey my sincere wishes to them.
Used at the end of a letter.

近況若何，念念。
jìnkuàng ruòhé，niàn niàn
How is everything going recently? I am very concerned.

近來寒暑不常，懇祈珍重自愛。（近来寒暑不常，恳祈珍重自爱。）
jìn lái hánshǔ bùcháng，kěnqǐ zhēnzhòng zì ài
The weather kept fluctuating these days and I beg you pay attention to your own health and take good care.

近屢奉箋，至感厚誼深情。（近屢奉箋，至感厚谊深情。）
jìn lǚ fèng jiān，zhìgǎn hòuyì shēnqíng
I frequent receive your letters recently and they make me feel so very well on our profound friendship.

近稔履祉安燕，闔第吉羊，定符鄙祝。（近稔履祉安燕，阖第吉羊，定符鄙祝。）
jìn rén lǚzhǐ ānyàn，hédì jí yáng，dìngfú bǐ zhù
It is my sure expectation that you are walking in a blessed track, enjoying peaceful banquets and lucks have filled your household, just exactly as what I have humbly wished.

近日天寒，諒已早自衛攝。（近日天寒，谅已早自卫摄。）
近日天气凉，想你必定已作好准备，照顾好自己。

近维履祉绥和如颂为慰。（近维履祉绥和如颂为慰。）

Jìn wéi lǚzhǐ suíhé rúsòng wéiweì
I feel it very comfortable to expect that you always step on lucks and enjoy peace and harmony just as I have wished.

近维起居佳鬯（近维起居佳鬯）
jìnwéi qǐjū jiāchàng
[I] expect you are enjoying a wonderful daily life with delicious food and wine.

驚承讣告，悲悼不已。（惊承讣告，悲悼不已。）
Jīngchéng fùgào, bēidào bùyǐ
Shocked by receiving the orbitary [from you], I feel unstoppably sad and sorrowful.

驚聞令兄作古，家失柱石，悲痛万分。（惊闻令兄作古，家失柱石，悲痛万分。）
Jīngwén lǐngxiōng zuògǔ, jiāshī zhǔshí, bēitòng wànfēn
It is so shocking to know your respectful elder brother’s death and the loss of the backbone to your family, and I feel extremely sad and sorrowful.

驚悉令尊不幸逝世，不勝哀悼。（惊悉令尊不幸逝世，不胜哀悼。）
jīngxī lǐngzūn bùxìng shìshì, bùshèng āidào
It is so shocking to know the death of your respectful father and my pain and sadness are unsurpassable.

經席（经席）
jīngxí
The mat/chair for the instruction of Confucian Classics
Respectful appellation of a great scholar/professor. Used at the beginning of a letter, after the name of the recipient.

敬候日祉
jìnghòu rìzhǐ
I respectively wish you a lucky day.
敬稟者
jingbìngzhě
I am reporting with respect; To Whom It May Concern
Used at the beginning of a business correspondence whose recipient is not specific.

敬陳者（敬陈者）
Jìngchénzhě
I am making the following statement with respect; To Whom It May Concern
Used at the beginning of a business correspondence whose recipient is not specific.

敬賀（敬贺）
Jìnghè
Congratulate with respect
Used at the end of a letter of congratulation.

敬賀年禧（敬贺年禧）
jinghè niánxǐ
[I] respectfully wish you a happy new year!
Used at the end of a letter.

敬賀歲祺（敬贺岁祺）
jinghè suìqí
[I] respectfully wish you a blessed new year!
Used at the end of a letter.

敬候籌綏（敬候筹绥）
jinghòu chóusuí
[I] respectfully wish you peaceful in business.
Used at the end of a letter.

敬候回諭（敬候回谕）
Jìnghòu huíyù
With respect [I] look forward to your instructional reply.
Used at the end of a letter.

敬候儷安（敬候俪安）
jinghòu lì ān
[I] respectfully wish you harmonious and happy marriage forever.
Used at the end of a letter whose recipient has just married.

敬候升祺
jinghòu shēngqí
[I] respectfully wish you have a promotion and better career.
Used at the end of a letter.

敬候暑安
jinghòu shǔ ān
[I] respectfully wish you a peaceful and sound summer.
Used at the end of a letter.

敬懇者（敬恳者）
jingkěn zhě
With respect [I] am writing this letter of request; To Whom It May Concern
Used at the beginning of a business letter whose recipient is not specific.

敬祈示知
jingqǐshìzhī
[I] pray with respect to get your reply with instruction so that I can know what to do.

敬啓（敬启）
jingqǐ
[I] wrote the above respectfully
Used at the end of a letter after signature.

敬啓者（敬启者）
jingqǐzhě
I am informing [you] respectfully; To whom it may concern.
Used at the beginning of a business correspondence.

敬請冬安（敬请冬安）
jingqǐng dōng ān
Wish you a peaceful and sound winter.
Used at the end of a letter.

敬請禮安（敬请礼安）
jingqing li an
[I] respectfully wish you peaceful during the mourning period.
Used at the end of letter of condolence.

敬請旅安（敬请旅安）
Jingqing lǔ ān
[I] respectfully wish you a good trip.
Used at the end of a letter whose recipient is traveling.

敬請文安（敬请文安）
Jingqing wén ān
[I] respectfully wish you peaceful and sound in composition.
Used at the end of a letter.

敬請文祺（敬请文祺）
Jingqing wénqí
[I] respectfully wish you blessed in composition.
Used at the end of a letter.

敬請撰祺（敬请撰祺）
Jingqing zhuànlí
[I] respectfully wish you blessed in composition.
Used at the end of a letter.

敬上
jingshàng
[I] am respectfully handing in this letter.
Used at the end of a letter, after the signature of the sender.

敬頌春安（敬颂春安）
jingsòng chūn ān
[I] respectfully wish you a peaceful and sound spring.
Used at the end of a letter.

敬頌春祺（敬颂春祺）
jingsòng chūnqí
[I] respectfully wish you a blessed spring.
Used at the end of a letter.
敬颂冬绥（敬颂冬绥）
jìngsòng dōngsuí
[I] respectfully wish you a peaceful and sound winter.
Used at the end of a letter.

敬颂撰安（敬颂撰安）
jìngsòng zhuàn ān
[I] respectfully wish you peaceful in composition.
Used at the end of a letter whose recipient is a professional writer.

敬肃者（敬肃者）
jìngsùzhě
With respect I am informing you of the following in a serious manner; To Whom It May Concern
Used at the beginning of a governmental correspondence whose recipient is not specific.

敬维兴居佳鬯为慰（敬维兴居佳鬯为慰）
Jìngwéi xīngjū jiāchàng wéiwèi
[I] feel it very comfortable to expect with respect that you are enjoying a great daily life with delicious food and wine.

敬问戎安（敬问戎安）
jìngwèn róng ān
[I] respectfully wish you peaceful and safe in military actions.
Used at the end of a letter whose recipient is a military leader.

敬问学祺（敬问学祺）
jìngwèn xuéqí
[I] respectfully wish you blessed in academic activities.
Used at the end of a letter whose recipient is a student/scholar.

径啓者（径啓者）
Jìngqǐzhě
It is to inform you of the following directly [without putting some empty greeting words before it]; To Whom It May Concern
Used at the beginning of a business letter whose recipient is not specific.

迥日
jiǒngrì
The 24th of a month

久不通函，至以為念。（久不通函，至以为念。）
Jiǔbù tōngghán, zhìyǐ wéiniàn
It has been long since our last correspondence and I am very concerned with you.

久稽回答，幸原諒之。（久稽回答，幸原谅之。）
Jiǔjī huídá, xìng yuán liàng zhī
It would be my luck if you could forgive me for delaying the reply for so long a time.

久疏函候，殊切驰思。（久疏函候，殊切驰思。）
Jiǔshū hánhòu, shūqiè chísī
It has been long since my last greeting sent to you and I miss you so very much that I wish I could see you in person immediately.

久疏通問，渴望殊深。（久疏通问，渴望殊深。）
Jiǔshū tōngwèn, kěwàng shūshēn
It has been long since our last correspondence and I miss you so very much.

久違雅教，繫念殊彌。（久违雅教，系念殊弥。）
Jiǔwéi yǎjiào, xìniàn shūmí
It has been long since I got your last graceful instruction and I miss you profoundly.

久違丰采，渴想殊深。（久违丰采，渴想殊深。）
Jiǔwéi fēngcǎi, kěxiǎng shūshēn
It has been long since the last time I saw you and I miss you profoundly.

久未聞消息，唯願一切康適。（久未闻消息，唯愿一切康适。）
Jiǔ wèiwén xiāoxi, wéi yuàn yíqiè kāngshì
It has been long for not hearing from you and the only wish I have now is that you are healthy and sound.

久未裁答
jiǔ wèi cǎidá
I haven’t received your reply since I sent you the letter for your judgment long ago.

舊雨（旧雨）
jiùyǔ
Old friend(s)

鞠躬
jūgōng
Bowing
Used at the end of a letter.

鞠啟（鞠启）
jūqǐ
Bowing when handing in this letter
Used at the end of a letter.

菊月
júyuè
The “chrysanthemum” month or the 9th month of traditional Chinese calendar

鈞鑒（钧鉴）
jūnjìàn
[I am sending you this letter for your] grand reading
Used at the beginning of a letter whose recipient is in high position.

鈞座（钧座）
jūnzuò
“The grand chair”
An appellation for the recipient who is in high position, especially in government or army.

K

勘日
kānrit
The 28th day of a month.

康安
kāng ān
Wish you in good health and peace.
Most likely to greet a female elder.
咳吐
Kétù
“The cough and the spit”; the voice of a respectful person

咳唾
Kētuò
“The cough and the spit”; the voice of a respectful person

克符臆祝
kèfú yìzhù
[Your real situation] must be as good as my guess and wish

剋
kè
To convert [money]

刻下
kèxià
At this moment

客腊
kè là
The last month of last year

叩
Kòu
Kowtow

叩稟
Kòu bǐng
Kowtow and send you a letter to report
Used at the end of a letter whose recipient is the parents/grandparents of the sender or someone in high position.

叩賀（叩贺）
Kòu hè
Kowtow and send you this letter of congratulation
Used at the end of a letter whose recipient is the parents/grandparents of the sender or someone in high position.
叩上
Kòu shàng
Kowtow and send this letter
Used at the end of a letter whose recipient is the parents/grandparents of the sender or someone in high position.

叩首
kòushǒu
Kowtou

坤安
kūn ān
[Wish you] in great peace.
Used at the end of a letter whose recipient is a female elder.

媿曷敢当（媿曷敢当）
kuí hé gǎn dāng
How could I accept your praising word like this?

L

臘月（腊月）
Là yuè
The "sacrifice" month or the last month of traditional Chinese calendar

蘭月（兰月）
lán yuè
The "orchid" month or the 7th month of traditional Chinese calendar

攬揆（揽揆）
lǎnkuí
Birthday

離情別懷,今猶耿耿。（离情别怀，今犹耿耿。）
Lǐqíng biéhuái, jīn yóu gěnggěng
Even now, [after so many years have passed,] the feeling of missing that rose on the day of our parting is still with me.
禮安（礼安）
lǐ ān
Peace during mourning period
Used at the end of a letter of condolence.

立盼速復（立盼速复）
lì pàn sù fù
Please respond as soon as you can

麗月（丽月）
lì yuè
The "beautiful" month or the 2nd month of traditional Chinese calendar

奩次（奁次）
líancì
“Next to the cosmetic box”
Used at the beginning of a letter to address a female recipient.

良月
liáng yuè
The "good" month or the 10th month of traditional Chinese calendar

兩奉大示（两奉大示）
liǎng fèng dà shì
[I] have continuously received two great letters of instruction from you
Here “the great letter of instruction” simply means a letter received.

諒必早登台閲（谅必早登台阅）
líàng bì zǎo dēng tái yuè
[I] guess you read [my previous] letter quite a while ago.

諒荷查收（谅荷查收）
líàng hé chá shōu
[I] guess you have received and checked [my previous letter and the attached documents.]

諒邀大鑒（谅邀大鉴）
líàng yāo dà jiàn
[I] guess that you have read [my previous letter] in a grand manner.
諒邀台電（諒邀台电）
liàng yāo tái diàn
I guess that you have read [my previous letter] with your lightning bright eyes.

諒邀台鑒（諒邀台鉴）
liàng yāo tái jiàn
I guess that you have read [my previous letter].

聊表祝意，幸祈笑納。（聊表祝意，幸祈笑纳。）
liáo biǎo zhù yì, xìng qǐ xiào nà
[The enclosed gift] is to express my congratulations and I would deem it a luck if you could accept it with a laugh.

臨穎神馳（临颍神驰）
lín yǐng shén chí
When writing this letter, my thoughts are with you.

另請代問鄰安，以念舊居之情（另请代问邻安，以念旧居之情）
lìng qǐng dài wèn lín ān, yǐ niàn jiù jū zhī qíng
P.S. Please bring my greeting to neighbors who used to live with us.
Used at the ending part of a letter.

令愛（令爱）
líng ài
Your daughter

令郎
líng láng
Your son

令堂
líng táng
Your mother
Rarely this word can also refer to the father of the recipient.

令堂逝世，深致哀悼，尚望節哀順變。（令堂逝世，深致哀悼，尚望节哀顺变。）
I am grieved because of your mother’s death. Hope you will be better. I am sending you this letter to express my condolence for your mother and wish you could restrain your sadness by considering the [passing away of the aged] a natural change. To see death as a natural change is a Taoist idea.

令嚴（令严）
ling yán
Your father

令媛
ling yuán
Your daughter

令尊
ling zūn
Your father

榴月
liú yuè
The "pomegranate" month or the 5th month of traditional Chinese calendar

M

馬日（马日）
màrì
The 6th day of a month

卯刻
mǎokè
5am-7am

冒昧干請，惟望幸許。
Mào mèi gān qǐng, wéi wàng xìng xǔ
[I know] my request is rude but still wish that I would be lucky enough to get your permission.

梅月
méi yuè
The "plum" month or the 4th month of traditional Chinese calendar

每懷舊雨，時深馳念。（每怀旧雨，时深驰念。）
Měi huái jiùyǔ，shí shēn chíniàn
I deeply miss old friends and often think of them.

蒙惠書並賜大著，拜服之至。（蒙惠书并赐大著，拜服之至。）
Méng huì shū bìng cì dàzhù，bàifú zhī zhí
I got your respectful letter and book(s) and, when reading them, nothing can express my great admiration.

蒙惠贈厚物，感謝之至。（蒙惠赠厚物，感谢之至。）
Méng huìzèng hòuwù，gǎnxì zhī zhì
I feel extremely grateful to have received the valuable gift you kindly sent.

孟春
mèng chūn
Early spring

孟冬
mèng dōng
Early winter

孟秋
mèng qiū
Early autumn

孟夏
mèng xià
Early summer

面諛（面谀）
miànyú
Compliment someone face to face
命駕（命驾）
[mìng jià]
[You] order [your] driver to depart
This phrase is mainly used to ask someone’s departure time.

奈因事務匆匆，是以未克如願。（奈因事务匆匆，是以未克如愿。）
[Nài yīn shìwù cōngcōng, shìyī wèikè rúyuàn]
Due to an extremely busy schedule, however, [I] couldn’t do as wished.

男
[nán]
Your son
A self-appellation used in the signature part of the letter whose recipient is one’s parent(s).

内子
[nèizǐ]
My wife

能力所及，僅此而已。(能力所及，仅此而已。)
[Nénglǐ suǒjí, jǐn cǐ éryǐ]
[I] have done as much as I could.

擬（拟）
[Nǐ]
Plan [to do something]

年餘不通隻字（年余不通只字）
[nián yú bùtōng zhīzì]
[We] haven’t heard from each other for over a year.

廿
[niàn]
Twenty
弄瓦之慶，遙以致賀。（弄瓦之庆，遥以致贺。）
Nòngwà zhī qìng, yáoyǐ zhìhè
Please accept my congratulations from afar on the birth of your daughter.

弄璋之喜，符君宿願，謹以為祝。（弄璋之喜，符君宿愿，谨以为祝。）
Nòngzhāng zhī xǐ, fújūn sùyuàn, jǐnyī wéizhù
The birth of your son has fulfilled your long time wish and I am writing this letter to congratulate you.

弄璋之喜，可慶可賀。（弄璋之喜，可庆可贺。）
Nòngzhāng zhī xǐ, kěqìng kěhè
The birth of your son is indeed worth great celebrations and congratulations.

偶得一佳作，願與君共賞，懇請光臨。（偶得一佳作，愿与君共赏，恳请光临。）
Ǒudé yì jiāzuò, yuàn yǔ jūn gòngshǎng, kěqǐng guānglín
[I] got a masterpiece by chance and earnestly wish you could come to my place so that we may appreciate it together.

偶染微恙，幸近已痊癒，希勿念為幸。（偶染微恙，幸近已痊愈，希勿念为幸。）
Ǒurǎn wēiyàng, xìng jìn yǐ qiúyuè, xī wùniàn wéixìng
[I] suddenly got sick, [but was] recovered recently. Wish [you] to not worry [about me too much].

捧讀惠書，欣慰無量。（捧读惠书，欣慰无量。）
Pěngdú huìshū, xīnwèi wúliàng
[I am] very pleased to read your letter.

披誦（披诵）
pīsòng
Open the book/letter and read it.

僕（仆）
Pú
[Your] servant
A humble way of self-addressing

譜弟（谱弟）
pǔdì
Younger brother/cousin.

Q

齊日（齐日）
qírì
The 8\textsuperscript{th} day of a month.

其說甚當（其说甚当）
qí shuō shén dāng
What was said is perfectly appropriate.

乞便交
qībiànjiāo
Please hand [this] to [someone] at your convenience.

乞覆（复）候教
qīfù hòujiào
I resign myself for your instructional reply.

乞示其詳（乞示其详）
qǐ shì qíxiáng
I am looking forward to hearing more details from you.

祈賜回音為禱（祈赐回音为祷）
qǐ cì huíyīn wéidǎo
Beg as a prayer for [your] reply.

祈釋雅念（祈释雅念）
qǐ shì yǎniàn
Please don’t worry [about me].

祈望一會，共敘友情。（祈望一会，共叙友情。）
Qǐwàng yíhui, gòngxù yǒuqíng  
Wish we can meet and catch up some time.

啓者（启者）
qǐzhě  
To whom it may concern.

氣候多變，希自珍衛。（气候多变，希自珍卫。）
Qíhòu duōbiàn, xīzì zhēnwèi  
This is a season for capricious climate. Wish you to take extra care of your health.

千里鵝毛，聊表寸心。（千里鹅毛，聊表寸心。）
Qiānlǐ émáo, liáobào cùnxīn  
Although the gift is not very expensive, it truly presents my sincere love/friendship to you.

千祈勿延
qiānqǐ wù yán  
[I] beg [you] for thousand times to not delay.

前承饋贈，傾感不勝。（前承馈赠，倾感不胜。）
Qiánchéng kuìzèng, qīnggǎn bùshèng  
Thank you so much [for your] previous gift.

前奉惠書，祇悉一一。（前奉惠书，祇悉一一。）
Qiánfèng huìshū, zhǐxī yīyī  
[I] am fully aware of every word that [you’ve] stated in the previous letter.

前鑒（前鉴）
qiánjiàn  
The previous letter.

前上一函，諒達雅鑒。（前上一函，谅达雅鉴。）
Qiánshàng yíhán, liàngdá yǎjiàn  
Here is [my] letter [to you]. [I] look forward to having you reading it.

前上一函，諒已入鑒。（前上一函，谅已入鉴。）
Qiánshàng yíhán, liàngyǐ rùjiàn  
Here is [my] letter [to you]. [I] look forward to having you reading it.
前事有負雅意，尚希恕之。（前事有负雅意，尚希恕之。）
Qiánshì yǒufù yǎyì, shàngxǐ shùzhī
Please forgive me that things didn’t happen as [you’ve] wished.

前事有逆尊意，不勝慚愧，萬望海涵。（前事有逆尊意，不胜惭愧，万望海涵。）
Qiánshì yǒu nì zūnyì, búshèng cánkuì, wàn望 hǎihán
I’m deeply sorry that things didn’t take place as [you’ve] wished. Please forgive [me].

前信所言，實愛莫能助。（前信所言，实爱莫能助。）
Qiánxìn suǒyán, shí àimònéngzhù
[I] really cannot help with what [you’ve] requested in your previous letter.

巧日
qiǎorì
The 18th day of a month.

妾
qiè
“Concumbine”
A humble self-address of a lady

竊（窃）
qiè
I [represent with self-humility].
A humble way for self-address

竊謂（窃谓）
qièwèi
I think

親筆（亲笔）
qīnbǐ
This letter is handwritten by myself.
Used in the signature part of the letter.
沁日
qìnrì
The 27th day of a month.

青察
qīngchá
[Do me a] favor to read [my letter].
Used when the recipient is younger than the sender

青鑑（青鉴）
qīngjiàn
[Do me a] favor to read [my letter].
Used when the recipient is younger than the sender

清和月
qīnhéyuè
The “clear and harmonious” month or the 4th month of traditional Chinese calendar

頃（顷）
qǐng
Just; just now.

頃得惠函並照片種種, 感謝之至。
Qǐngdé huìhán bìng zhàopiàn zhǒngzhǒng, gǎnxǐè zhīzhì
[I] have just received your letter along with several photos. I deeply appreciate that.

頃讀惠書, 如聞金玉良言。
Qǐngdú huìshū, rúwén jīnyùliánghǎn
Reading your kind letter [I] have just received, I feel as if I were listening in person
to your advice that is as valuable as gold and jade.

頃奉惠函, 謹悉一切。
Qǐngfèng huìhán, jǐnxī yíqìè
[I] have just received your kind letter carefully and known everything you
mentioned in it.

頃奉手教, 敬悉康和。
Qǐngfèng shǒujiào, jìngxī kānhé
I have just received your handwritten letter and known with respect that you are in good health and everything goes peacefully.

頃接讣告，不勝傷悼。（顷接讣告，不胜伤悼。）
Qǐngjiē fǔgào, búshèng shāngdào
Receiving the obituary just now, [I am] extremely saddened.

頃接手教，敬悉一切。（顷接手教，敬悉一切。）
Qǐngjiē shǒujiào, jìngxī yíqiè
[I] have just received your handwritten letter and known everything you mentioned in it.

頃接手示（顷接手示）
qǐngjiē shòushì
[I] have just received [your] letter.

頃接手示，如見故人。（顷接手示，如见故人。）
Qǐngjiē shǒujiào, rújiàn gùrén
[I] have just received [your] letter, [and reading it makes me] feel like meeting you in person.

頃聞吉音，欣逢嘉禮。（顷闻吉音，欣逢嘉礼。）
Qǐngwén jíyīn, xīnfēng jiālǐ
[I] have just received the good news and am very happy to know this is a great time to celebrate.

請速示知（请速示知）
qǐngsù shìzhī
Please inform [me] as soon as possible.

秋風多厲，為國珍攝。（秋风多厉，为国珍摄。）
Qiūfēng duōlì, wèiguó zhēnshè
The autumn wind is strong and heavy, and [I] wish you can take extra care [of yourself] so that you can better serve the country.

秋風蕭蕭，至祈攝衛。（秋风萧萧，至祈摄卫。）
Qiūfēng xiāoxiāo, zhìqǐ shèwèi
The autumn wind is strong and cold, and [I] sincerely wish [you] to take extra care of yourself.
秋高气爽，希善自为乐。（秋高气爽，希善自为乐。）
Qiūgāo qishuǎng, xī shàn zi wéilè
The autumn weather is fantastic, and [I] wish you could enjoy it.

秋色宜人，望养志和神。（秋色宜人，望养志和神。）
Qiūsè yírén, wàng yǎngzhì héshén
The autumn season is beautiful, and I wish [you] would not miss the best time of the year for spiritual cultivation and harmonization.

秋雨绵绵，万请自爱。（秋雨绵绵，万请自爱。）
Qiūyǔ miánmián, wànqǐng zì ài
The autumn rain fell day after day without ceasing, and I wish [you can] surely take extra care of yourself.

趨赴台端，面聆雅教（趨赴台端，面聆雅教）
qūfù táduān, miànlíng yǎjiào
Walk to your place respectfully and listen to your advice in person.

区区苦衷，尚祈鉴宥。（区区苦衷，尚祈鉴宥。）
Qūqū kǔzhōng, shàngqǐ jiàn yòu
[I] sincerely wish you could understand my difficulties with great sympathy.

渠
qú
Him/Her.

取润（取润）
qǔrùn
Charge for [doing art pieces].

荃察
quánchá
Comprehensively understand

拳拳盛意，感莫能言。
quánquán shèngyì, gǎn mò néngyán
Sincere and deep friendship beyond words.
全癒發體（全癒発体）
Quán yù fā tǐ
Fully recovered and become strong again

犬子
quǎn zǐ
The “dog-like” son; my son
A humble way to mention one’s own son.

缺溢
quē yì
Profit and loss.

卻而璧之（却而璧之）
què ér bì zhī
Reject [a gift] and return it intactly to the sender.

R

熱摯之情，溢於言表。（热挚至情，溢于言表。）
rèzhì zhǐ qíng, yì yú yán biǎo
The passion and warmth are beyond verbal expressions

壬辰
rén chén
The 29th year of the traditional 60 year cycle (1952, 1892, 1832, 1772, 1712, 1652, etc.)

壬申
rén shēn
The 9th year of the traditional 60 year cycle (1932, 1872, 1812, 1752, 1692, 1632, etc.)

壬午
rén wǔ
The 19th year of the traditional 60 year cycle (1942, 1882, 1822, 1762, 1702, 1642, etc.)
壬戌
rénxū
The 59th year of the traditional 60 year cycle (1922, 1862, 1802, 1742, 1682, 1622, etc.)

壬寅
rényín
The 39th year of the traditional 60 year cycle (1902, 1842, 1782, 1722, 1662, 1602, etc.)

壬子
rénzǐ
The 49th year of the traditional 60 year cycle (1912, 1852, 1792, 1732, 1672, 1612, etc.)

仁翁
rénwēng
The “benevolent old man”
A polite way to mention a third person who is older than both the recipient and the sender.

仁兄
rénxiōng
The “benevolent elder brother”
A polite way to address the recipient who is older than or about the same age as the sender. May also be used to mention a third person of the similar age.

仁者
rénzhě
A “benevolent person”
Although it means a person with high virtue in Confucian classics, it simply means “someone” in correspondence.

日來寒威愈烈，伏維福躬恙無。（日来寒威愈烈，伏维福躬恙无。）
Rìlái hánwēi yùliè, fúwéi fúgōng yàngwú
The weather is getting colder day by day, and [I] am bowing down to wish your blessed body would be free from illness.

日前
riqián
A few days ago

日前患病，现已复原。（日前患病，现已复原。）
Ríqián huànbìng, xiànyí fùyuán
[I] was sick a few days ago and has recovered now.

日前既荷盛饯，复蒙躬送，感谢无既。（日前既荷盛饯，复蒙躬送，感谢无既然。）
Ríqián jì hè shèngjiàn, fùméng gōngsòng, gǎnxì wújí
No words can express my thanks to you for holding the farewell banquet for me and sending me off in person.

日前走謁，不晤，至悵。（日前走谒，不晤，至怅。）
Ríqián zǒ yè, búwù, zhīcháng
A few days ago, [I] visited your place only to know you were not there, and [I] felt very melancholy.

日昨
rizuó
Yesterday

容日後再行設法，請諒。（容日后再行设法，请谅。）
Róng rìhòu zàixíng shèfǎ, qǐngliàng
Please allow me to figure out new solutions in the future, and forgive me for not being able to fulfill your request at once.

如承俯允，無任感荷。（如承俯允，无任感荷。）
Rúchéng fǔyǔn, wúrèn gǎnhè
Should you grant me the permission, nothing would be enough to express my appreciation for you.

如此厚贈，實深惶悚。（如此厚赠，实深惶悚。）
Rúcǐ hòuzèng, shíshēn huángsǒng
Receiving such a great gift, [I] felt deeply nervous and frightened [because I don’t think I am worth.]

如何之處，敬候卓裁。（如何之处，敬候卓裁。）
Rúhé zhīchù, jīnghòu zhuócái
I am waiting for your remarkable suggestion for what should be done.

如見（如见）
rújàn
Just like we meet each other face to face.

如蒙速復，不勝感激。（如蒙速复，不胜感激。）
Rúméng sùfù, búshèng gǎnjǐ
If I can receive your reply shortly, I would be so appreciated.

如握
rúwò
[Reading this letter] is like shaking each others’ hands.
Typically used at the beginning of a letter, immediately after addressing the recipient.

如晤
rúwù
[Reading this letter] is like meeting each other.
Typically used at the beginning of a letter, immediately after addressing the recipient.

如小弟
rú xiǎodi
Your younger-brother-like
Used at the end of the letter as part of the sender’s signature.

如有所得，祈隨時賜示為盼。（如有所得，祈随时赐示为盼。）
Rú yǒu suǒdé, qǐ suíshí cìshì wéipàn
I look forward to receiving and reading it whenever you have composed a poem or prose.

入目
rùmù
Please read
Used at the beginning of a letter, immediately after the name of the recipient.
Typically, the sender is the parent of the recipient.

入秋頓涼，幸自攝衛。（入秋顿凉，幸自摄卫。）
The weather turns cold suddenly when autumn comes. It would be [my] fortune if you could take good care of yourself.

If [I] might have your correction, I would be extremely grateful to you.

If you would like to come to my humble house, I would deem it the greatest honor and luck.

All the things I have talked above.

To state
Used at the end of the letter after signature and date.

3pm-5pm
師席（师席）
Shīxí
To the master’s teaching mat/chair
Used at the beginning of a letter, after the name of the recipient who is a professor or the like. This is a humble way to address the recipient.

侍右
shìyòu
To the right of your servant
Used at the beginning of a letter, after the name of the recipient. This is a humble way to address the recipient as if the sender does not qualify to address the recipient directly.

侍者
shìzhě
To your servant
Used at the beginning of a letter, after the name of the recipient. This is a humble way to address the recipient as if the sender does not qualify to address the recipient directly.

世伯
Shìbó
Uncle
Used to address a good family friend who is older than one’s father.

手翰
shǒuhàn
Handwritten letter
Only for letters received, not for letters to send.

手教
shǒujiào
Handwritten instruction; letter
Only for letters received, not for letters to send.

手上
shǒushàng
[I am] handwriting this letter and handing it in
Used at the end of a letter after signature.

舒鳧（舒凫）
shūfú
Money
A polite and scholastic way to mention money.

順叩崇祺（順叩崇祺）
shùnkòu chóngqí
Wish you greatest blessing.
Used at the end of a letter.

順頌籌安（顺颂筹安）
shùnsòng chóu ān
Wish your business going well and smoothly.
Used at the end of a letter whose recipient is a businessman.

巳刻
sìkè
9am-11am

巳時（巳时）
sìkè
9am-11am

肃候起居康祉（肃候起居康祉）
sùhòu qǐjū kāngzhǐ
Sincerely wish you enjoy a healthy and blessed living.
Used at the end of a letter.

俗兄
Súxiōng
“Your earthling elder brother”; I/me
Sender’s self address when the recipient is a religious person and younger than the sender.

夙仰通才
sùyǎngtōngcái
[I have been] admiring your all-around talents so long
他日少瘥，当必有以报命也。（他日少瘥，当必有以报命也。）
Tārì shǎocuó, dāng bì yǒuyì bàomìng yě
Once [my] sickness gets diminished a little, I should be able to fulfill your request.

台
Tái
You, your

台启（台启）
táiqǐ
Please open the letter.
Used at the beginning of the letter after the name of the recipient.

潭第庥嘉
tándì xiūjiā
What an auspicious house!

壇席（坛席）
tánxí
To the mat of the master’s platform
Used at the beginning of a letter after the name of the recipient who is a professor/teacher.

潭祺
tán qí
Blessings of peace and tranquility to an esteemed family
Used for letter ending wish part.

倘承不吝赐教，幸甚幸甚。（倘承不吝赐教，幸甚幸甚。）
Tǎngchéng bùlǐncìjiào, xìngshèn xìngshèn
I would deem it a great luck in case you could enlighten me with your instructions.

倘荷玉成，曷胜感谢。（倘荷玉成，曷胜感谢。）
Tǎnghé yùchéng, hénìng gǎnxìè
Should you offer assistance to ensure the accomplishment, [I] would be deeply grateful.
倘蒙見教，沒齒不忘。（倘蒙见教，没齿不忘。）
Tāngménɡ jiànjiào, môchī bùwànɡ
If [I] were to receive [your] mentorship, [I] would never forget to the end of my days.

倘蒙照佛，銘感無已。（倘蒙照佛，铭感无已。）
Tāngménɡ zhàofū, míngɡàn wúyǐ
If [I] were to be indebted to you for your care, then I would be endlessly grateful.

倘有所聞，尚祈見告，俾資改進，不勝盼祷！（倘有所闻，尚祈见告，俾资改进，不胜盼祷！）
Tāngyǒu suòwén, shànɡ qǐ jiàngào, bǐzī gàijin, bùshènɡ pànɡdǎo
If you hear of anything, please inform me about it in order to improve. [I] pray and look forward to it!

倘有餘晷，請到敝寓一敘。（倘有余晷，请到敝寓一敘。）
Tāngyǒu yúguǐ, qǐngdào bìyù yīxù
In case [you] have spare time, please come to my humble home to talk.

叨榮（叨荣）
tāorónɡ
Receive honor

叨在契末，斗膽直陳（叨在契末，斗胆直陈）
tāozǎi qìmò, dǒudàn zhíchén
Being [your] best old friend, [I feel I am] responsible to venture to speak out [my opinions/criticism] in a straightforward way.

叨在至好，故盡情言之。（叨在至好，故尽情言之。）
Tāozǎi zhìhǎo, gù jìnqínɡ yánzhī
Since [we are] the best friends, [I] made [the above] statements fully and frankly.

桃月
táoyuè
The “peach month” or the 3rd day of a month

特此吊唁，尚望節哀。（特此吊唁，尚望节哀。）
特此慰唁，尚请保重。（特此慰唁，尚请保重。）
Tècǐ wèiyàn, shàngqīng bǎozhòng
[I am] writing this special letter to express my condolence and I wish [you] could 
take care of [yourself]

特具红柬，驰贺新禧。（特具红柬，驰贺新禧。）
Tèjù hóngjiǎn, chǐhè xīnixǐ
Hereby furnishing this red letter and spreading congratulations for a happy New 
Year.

特沥寸函布达，祈勿他言推诿。（特沥寸函布达，祈勿他言推诿。）
Tèlì cùnhán bùdá, qǐ wù tāyán tuīwěi
[I am] sincerely sending you the short letter to tell you my request and wish you 
would not shift your responsibility with some excuses.

篤日
tiāorì
The 17th day of a month

庭訓（庭训）
tíngxùn
Instructions from father

庭闈（庭闱）
tíngwéi
Parents’ residence

托付之事，不便应命，祈获谅解。（托付之事，不便应命，祈获谅解。）
Tuōfù zhīshì, bùbiàn yìngmìng, qǐhuò liàngjiě
Please understand that I cannot help with the thing you have entrusted me to do.

托付之事，時刻不敢忘懷。（托付之事，时刻不敢忘怀。）
Tuōfù zhīshì, shíkè bùgǎn wànghuái
I will never forget the thing you entrusted me to do.
托付之事，未能尽如人意，尚希见谅。（托付之事，未能尽如人意，尚希见谅。）

Tuōfù zhīshì, wèinéng jìnrényì, shàngxǐ jiànliàng
For the thing that you have entrusted me to do, I cannot fulfil it in a perfect way. Please understand and forgive me.

脫帽
tuōmào
Hat off
Used at the end of a letter to show respect to the recipient.

挖回抵冲
wāihuí dǐchōng
In the payment sent to you, [I] have already deduct the part you own.

頑體粗和，堪以告慰（顽体粗和，堪以告慰）
Wándì cūhé, kānyǐ gào wèi
I’m roughly in a good health and [you] don’t need to worry about me.

萬望從速賜復為要（万望从速赐复为要）
wànwàng cóngsù cìfù wéiyào
I beg you grant me an instant reply and this is the most important matter for you.

望紓慈念（望纾慈念）
wàng shū cí niàn
[I] wish this would make your kind concerns relieved.

微末之言，幸無見闊，不勝大願。（微末之言，幸无见阔，不胜大愿。）
Wēimò zhīyán, xìngwù jiànkuò, bùshèng dàyuàn
It would be a great luck for me to fulfill a long time wish, should you not put aside the words from such an insignificant person as me.

未惶
wèihuáng
Did not have time
未刻
wèikè
1pm-3pm

未時（未时）
wèishí
1pm-3pm

午刻
wǔkè
11am-1pm

午時（午时）
wǔkè
11am-1pm

務宜體我寸心（务宜体我寸心）
wù yí tǐ wǒ cùnxīn
Please give consideration to my feelings

無片刻暇逸（无片刻暇逸）
wú piàn kè xiá yì
Do not have a moment of leisure

蕪無寸進（芜无寸进）
wú wú cùn jìn
With my studies got dusty and neglected, I couldn’t even make any progress.

渥蒙
wòméng
Received with considerable kindness

猥荷
wěi hè
Received honors [I] actually am not worth

X
奚啻霄壤之別
xī chì xiāoràng zhī bié
The difference is way more than the distance between the sky and the earth!

膝前
xīqián
To the front of your knees
Used for the sender to address one’s parent(s)

膝下
xīxià
Below your knees
Used for the sender to address one’s parent(s)

喜賀福壽雙全（喜贺福寿双全）
xīhè fūshòu shuāngquán
Wish you longevity and luck!

喜接誨教，真解蒙矣。（喜接诲教，真解蒙矣。）
Xǐjiē huìjiào, zhēn jiěměng yǐ
Glad to receive your teaching and it really cleared up my doubts!

喜接來函
xǐjiē láihán
Glad to receive your letter!

喜聞足下燕爾新婚，特申祝賀。（喜闻足下燕尔新婚，特申祝贺。）
Xǐwén zuǐxià yànr ěr xīnhūn, tèshēn zhùhè
Glad to hear that you’re newly wedded! Here I send my best wishes.

系何意見（系何意见）
xìhé yìjiàn
What’s your opinion?

暇時有幸過談（暇时有幸过谈）
xiáshí yǒuxìng guòtán
If I’m lucky enough, come and have a chat when you are free.
先生
xiānshēng
Mr.
A common address to male but sometimes may also used to address a female
professor/teacher

賢弟（贤弟）
xián di
Sagacious brother
A term of respect towards a someone who is younger than oneself

銑日（铣日）
xiǎnrì
The 16th day of a month

相見以誠，請恕不謙。（相见以诚，请恕不谦。）
xiāng jiàn yǐ chéng, qǐng shù bù qiān
Forgive me for not being humble enough since sincerity is the first principle for
friendship.

相攸
xiāng yōu
To choose son-in-law

詳情容後復（详情容后复）
xiáng qíng róng hòu fù
Please allow me to inform you of the details in the future.

詳述種切（详述种切）
xiáng shù zhòng qiē
Describe in details

小號（小号）
xiǎohào
My humble store/company

寫就（写就）
xiě jiù
Finish writing
辛丑
xīnchǒu
The 38th year of the traditional 60 year cycle (1961, 1901, 1841, 1781, 1721, 1661, 1601, etc.)

辛亥
xīnhài
The 48th year of the traditional 60 year cycle (1911, 1851, 1791, 1731, 1671, 1611, etc.)

辛卯
xīnmǎo
The 28th year of the traditional 60 year cycle (1951, 1891, 1831, 1771, 1711, 1651, etc.)

辛巳
xīnsì
The 18th year of the traditional 60 year cycle (1941, 1881, 1821, 1761, 1701, 1641, etc.)

辛未
xīnwèi
The eighth year of the traditional 60 year cycle (1931, 1871, 1811, 1751, 1691, 1631, etc.)

辛酉
xīnyǒu
The 58th year of the traditional 60 year cycle (1921, 1861, 1801, 1741, 1681, 1621, etc.)

心祷口祝，皆贺高寿。
(xīndǎo kǒu zhù, jiē hé gāoshòu)
All my prayer and blessings are for your longevity.

欣逢荣寿大慶（欣逢寿大庆）
xīnfēng róngshòu dàqìng
Glad to find out the time for me to write this letter coincide the celebration of your birthday!
欣聞貴體康復，至為慰藉。（欣闻贵体康复，至为慰籍。）

Xīnwén guì tǐ kāngfù, zhìwéi wèijiè
[I am] extremely glad and relieved to hear that you have recovered.

欣聞足下花燭筵開，奉呈薄禮。（欣闻足下花烛筵开，奉呈薄礼。）

Xīnwén zúxià huāzhú yánkāi, fèngchéng bólǐ
[I am] glad to hear you’re getting married, and a humble gift is enclosed herewith.

欣喜無極（欣喜无极）

xīnxǐ wújí
Too thrill to contain myself

新婚誌喜，遙祝伉儷諧和。（新婚志喜，遥祝伉俪谐和。）

Xīnhūnzhìxǐ, yáozhù kànglì xiéhé
Congratulations on your wedding and wish you a harmonious marriage from afar!

新翁之喜

xīnwēng zhī xǐ
Groom's joy from getting married

行祺

xíng qí
Bon voyage!
Used as a letter ending wish.

幸寓中均平善，勿念可也。

Xìng yùzhōng jūn píngshàn, wùniàn kěyě
Fortunately everything is well at [my] household and you don’t need to worry.

幸月

xìngyuè
The “lucky month” or the 11th month of the traditional Chinese calendar

杏月

xìngyuè
The “apricot blossom” month or the second month of the traditional Chinese calendar
朽人
xiūrén
Perishing person
A humbly referring to oneself who is a senior.

戌刻
xūkè
7pm-9pm

戌時（戌时）
xūshí
7pm-9pm

續貂（续貂）
xù diāo
To make awkward additions to an excellent writing
A humble way for one to show modesty when being asked to make addition to a writing.

玄鑒（玄鉴）
xuánjiàn
Read [my letter] with profound and philosophical vision
Used at the beginning part of a letter after the name of the recipient who is a philosopher or religious person.

玄月
xuányuè
The “mysterious month of the 9th month of traditional Chinese calendar

旋
xuán
Then; very quickly

勋鑒（勋鉴）
xūnjiàn
Read with your great merits in [governmental achievements]
Used at the beginning of a letter after the name of the recipient who is a state man.
Y

雅祺
yǎqí
Graceful and blessed
Used as letter ending wish for a recipient who is a scholar or artist.

嚴風極冷，請厚自珍愛。（严风极冷，请厚自珍爱。）
yánfēng jílěng, qǐng hòu zì zhēn’ài
The winter wind is extremely cold so please take great care of [yourself.]

延請（延请）
yánqǐng
To invite

炎暑日蒸，千萬珍愛。（炎暑日蒸，千万珍爱。）
Yánshǔ rìzhēng, qiānwàn zhēn ài
The sun is burning like flames. Please take great care of [yourself.]

艶日（艳日）
yànrì
The 29\text{th} day of a month

陽春三月，燕語雕梁，想必心曠神怡！（阳春三月，燕语雕梁，想必心旷神怡！）
Yángchūn sānyuè, yànyǔ diāoliáng, xiǎngbì xīnkuàngshényì
In the warm spring, swallows chirp on the artistically carved beam and I believe you must enjoy the cheerful time.

養日（养日）
yǎngrì
The 26\text{th} day of a month

遙維籌謀如意，諸凡從心（遥维筹谋如意，诸凡从心）
yáowéi chóumóu rúyì, zhūfán cóngxīn
From a remote place [I] wish [you] fulfil your business plan as expected and everything goes as [you] desire.
遙祝壽比南山，福如東海。（遙祝壽比南山，福如東海。）

Yáozhù shòubǐ nánshān, fúrú dōnghǎi
From a remote place, [I] wish you have a longevity as long lasting as the South Hill and enjoy lucks as vast as East Ocean.

曳白
yè bái
Can't come up with a word after a careful thought

曳甲
yè jiǎ
Be completely defeated

業於（业于）
yèyú
Already on/in

揖
yī
Bow with both hands folded in front

揖別鴻儀，瞬經數月（揖别鸿仪，瞬经数月）
yī bié hóngyí, shùn jīng shùyuè
Since I bowed and said goodbye to you, the great official, several months, in a blink of eye, have passed.

一別累月，思何可支?
yībié lěiyuè, sī hé kězhī
Several months have passed since our parting and the pain of missing you has become unbearable.

一經（一经）
yījīng
Once

一俟
yīsì
As soon as
一俟開業，即當歸還。（一俟开业，即当归还。）
Yísì kāiyè, jídāng guīhuán
[I] will return it to [you] as soon as my store/company opens.

乙丑
yíchōu
The second year of the traditional 60 year cycle (1925, 1865, 1805, 1745, 1685, etc.)

乙亥
yǐhài
The 12th year of the traditional 60 year cycle (1935, 1875, 1815, 1755, 1695, 1635, etc.)

乙卯
yǐmǎo
The 52nd year of the traditional 60 year cycle (1915, 1855, 1795, 1735, 1675, 1615, etc.)

乙巳
yǐsì
The 42nd year of the traditional 60 year cycle (1965, 1905, 1845, 1785, 1725, 1665, 1605, etc.)

乙未
yīwèi
The 32nd year of the traditional 60 year cycle (1955, 1895, 1835, 1775, 1715, 1655, etc.)

乙酉
yīyōu
The 22nd year of the traditional 60 year cycle (1945, 1885, 1825, 1765, 1705, 1645, etc.)

懿鑒（懿鉴）
yìjiàn
For you, the virtuous, to read
Used immediately after the name/title of the recipient who is a senior lady
亦洋
yìyáng
Eagle [silver] dollar
A special term only used by Anhui businessmen and yi is possibly the transliteration of eagle. Eagle dollar is actually from Mexico but widely used in Chinese market.

翌日
yìrì
The next day

翌早
yìzǎo
The next morning

因為瑣務，未即奉答為歉。
Yīnwèi suǒwù, wèijí fèngdá wéiqiàn
I feel very sorry for not being able to reply immediately due to my trivias.

姻小弟
yīnxìǎodi
Your younger brother in law

陰月（阴月）
yīnyuè
The Month of Yin or the 10th month of traditional Chinese calendar

吟席
yīnxí
To the mat of your composing and chanting poems
Used immediately after the name of the recipient who is a poet.
寅時
yínshí
3am-5am

飲水思源，感德靡窮
yǐnshuǐsīyuán, gǎndé mǐqióng
As a drinker should always keep the well digger in mind, [I] cannot express enough thanks for the favor [you gave me.]

郢政
Yǐng zhèng
Comment or amend

用特奉告
yòngtè fènggào
[I am writing this letter for no other purposes but] only to report to [you this]

用特奉聞
yòngtè fèngwén
[I am writing this letter for no other purposes but] only to inform [you of this]

有何要求，请儘早示知，切勿客气。
yǒuhé yāoqiú, qǐng jǐnzǎo shizhǐ, qièwù kèqì
If [you] have any request, please do not hesitate with consideration of politeness but let [me] know as soon as possible.

有叩崇堦，尚乞進加訓迪
yǒukòu chóngjiē, shàngqǐ jìnjiā xùndí
[I sent him] to climb your lofty stairways and knock [your door] and [I] beg [you] offer [him] instructions and trainings.
Used in the situation that the sender has sent the recipient a younger person to receive training.

有蒙見托，敢不盡心盡力?
yōuméng jiàntuō, gǎn bù jìn xīn jīnli
How could I do not do my utmost to fulfill what [you] have entrusted me to do?
有日
yǒurì
The 25\textsuperscript{th} day of a month

宥日
yòurì
The 26\textsuperscript{th} day of a month

有誤要公（有误要公）
yōuwù yàogōng
[What you have done] is severely detrimental to the most important business goal

有暇希即函復為盼。（有暇希函复为盼。）
Yǒuxiá xǐ jí hánfù wéipàn
[I] wish [you] could reply when you have spare time.

酉刻
yǒukè
5pm-7pm

酉時（酉时）
yōushí
5pm-7pm

愚
yú
The fool
A humble way to address oneself

愚兄
yúxiōng
Me as a foolish elder brother
A humble way to address oneself (male only)

余
Yú
I, me

餘不盡言，唯乞速復為盼。（余不尽言，唯乞速复为盼。）
Yúbùjǐnyán, wéi qǐ sùfù wéipàn
This letter cannot fully express my words and the only thing I wish is to get your prompt reply.
Used at the end of a letter

魚日（鱼日）
yúrì
The 6th day of a month

虞日
yúrì
The 7th day of a month

與尊處接洽（与尊处接洽）
yǔ zūnchù jiēqià
Get in touch with your department/institute

玉成
Yùchéng
[Your] precious help to secure the success [of something]

玉翰
Yùhàn
[Your] graceful and precious letter

玉展
yùzhǎn
Open [my letter] gracefully
Usually used on envelop after the name of recipient.

諭（谕）
yù
Inform, tell
Typically from a senior/superior to a subordinate

寓目
yùmù
Read, look

元日
yuánrì
The 13th day of a month

遠道聞訃，萬分哀痛。（远道闻讣，万分哀痛。）
Yuǎn dào wénfù, wànfēn āitòng
Hearing the obituary from afar, I have been feeling sad and painful.

Z

在下
Zàixià
“The inferior”
A humble self-addressing

再拜
zàibài
Bow twice
Used at the end of a letter

再啟（再启）
zài qǐ
Write again
Used after the re-signature in the P.S. part.

暫不他往（暂不他往）
zàn bù tāwǎng
For time being [I] will not travel to other places.

占詩一首，用代賀詞（占诗一首，用代贺词）
zhàn shī yī shǒu yòng dài hècí
Compose a poem as my greeting [to you]

照收無訛（照收无讹）
zhàoshōuwú é
Received without any error

照收無誤（照收无误）
zhàoshōuwúwù
Received without any error

真日
zhēnri
The 11th day of a month

政躬康勝（政躬康胜）
zhènggōng kāngshèng
[Your] politically engaged body is in great health

政躬康泰
zhènggōng kāngtài
[Your] politically engaged body is in great health

正月
zhēngyuè
The first month of traditional Chinese calendar

知念奉聞（知念奉闻）
zhīniànfèngwén
I know you are worried about it so [I write this letter] to inform you.

支日
zhīrì
The 4th day of a month

知照
zhīzhào
To inform
Usually mean to inform a third person

知尊恙復發，甚念甚念。（知尊恙复发，甚念甚念。）
Zhī zūnyàng fúfā, shènniàn shènniàn
Knowing that you had a relapse, I am very worried about you.
職是之故（职是之故）
zhíshì zhīgù
Just because of this

執柯（执柯）
zhíkē
To be a matchmaker

指日
zhǐrì
Very soon

祇頌起居曼茀（祇颂起居曼茀）
zhǐsòng qǐjū mànfú
[I] respectfully wish you nice and lucky in everyday life
Used at the end of a letter

智鑒（智鉴）
zhìjiàn
Read [my letter] with great wisdom
Used at the beginning of a letter, immediately after the name/title of the recipient.
Usually for a Buddhist or a philosopher.

擲下（掷下）
zhìxià
“Throw down”
A humble way to say please send me [a letter or a document].

踵府
zhǒng fǔ
Walk to your house [to visit you]

重病新癒，望多休息
Zhòngbìng xīn yù, wàng duō xiū xī
Since [you] have just recovered from severe sickness, please take a good rest.

仲春
Zhòngchūn
Mid-Spring

仲冬
zhòngdōng
Mid-winter

仲秋
zhòngqiū
Mid-autumn

仲夏
zhòngxià
Mid-summer

朱提
zhūtí
Silver (ancient currency), money in general

諸荷優通，再表謝忱。（诸荷优通，再表谢忱。）
Zhū hé yōu tōng，zài biǎo xiè chén
Receiving so many favors and helps in lubricating relations for me, I truly appreciate it.

囑代筆問候（嘱代笔问候）
zhǔ dài bǐ wènhòu
[A third person] ask me to convey his/her best regards [to you]

佇候明教
zhùhòu míngjiào
[I am] standing up and waiting for your witty instruction.

著席
zhùxí
To the composing mat [of you]
Used at the beginning of a letter, immediately after the name/title of the recipient known as a writer.

專此布臆（专此布臆）
zhuāncī bùyì
[I am] sending you this special letter to express what are from my heart.
Used at the end of a letter

專函奉瀆，祇頌勛安！（專函奉瀆，祇頌勛安！）
Zhuānhán fèngdú, zhīsòng xūn ān
[I am] sending [you] this special letter in respect although [I am afraid it might still be] rude, and respectfully wish you peace and safe when playing leadership role in government/management.
Used at the end of a letter

專函致唁，並慰哀衷。（專函致唁，並慰哀衷。）
Zhuānhán zhìyàn, bǐngwèi āizhōng
[I am] sending [you] this special letter of condolence in order to comfort your heart-breaking sadness.
Used at the end of a letter of condolence.

專啟者（專啟者）
zhuān qǐ zhè
It is to inform you
An opening used in a letter to address a specific issue

撰席
Zhuānxí
To the composing mat [of you]
Used at the beginning of a letter, immediately after the name/title of the recipient who is a famous writer

妝安
zhuāng ān
Peace in dressing up
Letter ending wish for a female

壯月
Zhuàngyuè
The “strong month” or the 8th month of traditional Chinese calendar

拙荆
zhuó jīng
“My stupid Thorns”; my wife
Used in a humble way to mention one’s own wife.

拙作
zhuó zuò
“My stupid composition”; my work
A humble way to mention one’s own writing.

拙作幼稚，懇請大加斧正。（拙作幼稚，恳请大加斧正。）
Zhuózuò yòuzhì, kěnqǐng dàjiā fǔzhèng
Since my poor work is in such an immature state, please do not hesitate to make significant corrections.

兹
Zī
“This” or “This is to”

兹際炎暑，好自為之。（兹际炎暑，好自为之。）
Zījì yánshǔ, hǎozìwéizhī
Since it is very hot summer now, please take good care of [yourself.]

兹启者
Zīqǐzhě
This is to inform [you of the following]
Used at the beginning of a letter, usually a business correspondence

兹肃者（兹肃者）
Zīsùzhě
This is to sincerely inform [you of the following]
Used at the beginning of a letter, usually a business correspondence

兹有恳者（兹有恳者）
Zīyǒu kěn zhě
This is to sincerely request [you] to do something for [me]
Used at the beginning of a letter, usually a business correspondence

兹專渎者（兹专渎者）
Zīzhuāndúzhě
It is to send this special letter [to you although I am afraid it might be] rude. Used at the beginning of a letter

自春迨夏
zì chūn dài xià
from spring to the summer

自知世壽不永（自知世寿不永）
Zìzhī shǐshì bùyǒng
Understand one’s own life in this world is numbered.

字
Zì
Handwrite [this letter] by myself
Used at the end of a letter after the sender’s name, usually in the case when the recipient is at least one generation younger than the sender

子刻
zǐkè
23pm-1am

子時（子时）
zǐshí
23pm-1am

足錢（足钱）
Zúqián
A Full amount of …… copper coins
Used when transferring money to the recipient.

足元
Zúyuán
A full amount of …… yuan (silver dollar)
Used when transferring money to the recipient.

足下
zú xià
“The place beneath your feet”; His grace
Used at the beginning of a letter, after the name of the recipient, as part of addressing for a high respectful person.

尊鑑（尊鉴）
zūn jiàn
Read with your respectful eyes
Used at the beginning of a letter, after the name of the recipient, as part of the appellation.

尊前
zūnqián
To the front [you.] the esteemed
Used at the beginning of a letter when addressing a senior recipient, placed immediately after the name/title.

尊恙大愈否? 望珍攝自重。
Zūnyàng dàyù fǒu, wàng zhēnshè zìzhòng
Have you fully recovered? Please cherish your health and take great care of yourself.

尊恙已有起色，甚以為慰。（尊恙已有起色，甚以为慰。）
Zūnyàng yǐ yǒu qǐsè, shènyǐ wéiwèi
I am greatly pleased to know that you are recovering.

尊恙未愈否？念念。
Zūnyàng yùfǒu? Niànniàn
Have you recovered from the sickness? I am really concerned.

尊意如何，請即示知。（尊意如何，请即示知。）
Zūnyì rúhé, qíng jí shìzhī
Please let me know [your] respectful opinion at [your] earliest convenience

尊右
Zūnyòu
To the right side of you, the esteemed
Used at the beginning of a letter when addressing a senior recipient, placed immediately after the name/title.

昨得手書，反復讀之（昨得手书，反复读之）
zuódé shòushū, fānfù dúzhī
Yesterday I received your handwritten letter and I read it for several times.

昨奉來旨
Zuó fèng lái zhǐ
Yesterday [I] received your letter.

左右
Zuǒyòu
To the left or right side [of you]
Used at the beginning of a letter when addressing a senior recipient, placed immediately after the name/title.