

MĀORI GREETINGS & SIGNOFFS

FOR LETTERS AND EMAILS

January 2012, approved by Anahera Morehu, edited August 2013, approved by Te Paea Paringatai

GREETINGS

Formal letter or email:

Tēnā koe (Name)	Dear (Name) — greeting one person.
Tēnā kōrua	Greeting two people. Don't insert the names.
Tēnā koutou	Greeting three or more people.

Informal letter or email:

(Note: *kia ora* can mean *hello, good morning, good afternoon and thank you*)

Kia ora	Hello any number of people
Kia ora kōrua	Hello to two people
Kia ora koutou	Hello to three or more people
Mōrena or Ata mārie	Good morning

OTHER

Ngā mihi	Thank you
Ngā mihi nui	Thank you very much
Ngā mihi maioha	Thank you with appreciation
Aroha mai	Sorry, I'm sorry, my apologies
Kei te pēhea koe?	How are you? (one person)
Kei to pēhea kōrua?	How are you? (two people)
Kei to pēhea koutou?	How are you? (three or more people)
Kei te pai	I'm well
Kei te tino pai	I'm very well
Kia manahau!	Enjoy!
Ka mau te wehi!	Awesome! Fantastic!
Mere Kirihimete	Merry Christmas

SIGNOFFS

Nā	From
Nāku, nā	Yours faithfully
Nāku iti noa, nā	Yours sincerely
Ngā mihi	Kind regards or thank you
Ngā mihi nui	Kind regards (with more emphasis on gratitude)
Hei konā mai	Goodbye for now
Mā te wā	Bye for now, see you later
Noho ora mai	Stay well, look after yourself, good bye
Kia pai tō rā	Have a nice day
Kia pai tō kōrua rā	Have a nice day (two people)
Kia pai tō koutou rā	Have a nice day (three or more people)
Kia pai tō rā whakatā	Have a great weekend!