



Korean Ladder Study Note

귀하 / 귀사 / 본인

Formal Written Address in Letters

Level	Topic	Focus
C1 · Advanced TOPIK 5	Honorifics Titles & Address	귀하 / 귀사 / 본인 Formal Written Address in Letters

Study Links

Open this lesson on Korean Ladder

<https://www.koreanladder.com/lesson.html?id=KOR-C1-HON-ADR-003>

Watch the full video on YouTube

https://www.youtube.com/watch?v=_Ook1KRVvNs

Visit [koreanladder.com](https://www.koreanladder.com) for all free lessons

<https://www.koreanladder.com>

Core Idea

I opened a Korean notice and saw my full name followed by 귀하. I wondered, is that like Mr., Dear, or something legal?

좋은 질문이에요. 귀하는 말로 부르는 호칭이 아니라, 글에서 받는 사람을 높이는 말이에요. In English, it works like formal written address.

If you meet someone, you might say 홍길동 씨 or 홍길동 선생님. On a formal envelope, you write 홍길동 귀하.

귀하는 상대를 높여서 받드는 느낌이 있어요. Think of it as addressing the esteemed reader, not calling someone out loud.

Conversation Snapshot

Speaker	Korean	Meaning
Hana	수신인은 홍길동 귀하로 쓰면 되죠? —	We write the recipient as Hong Gil-dong 귀하, right?



Speaker	Korean	Meaning
Junho	네. 개인에게 보내는 공식 문서니까요. —	Yes. It is a formal document sent to an individual.
Hana	상대가 회사라면 귀사라고 쓰고요? —	And if the other side is a company, we write 귀사?
Junho	맞아요. 계약서의 서명자는 본인이라고 하면 됩니다. —	Correct. The signer in the contract can be called 본인.

Vocabulary & Useful Expressions

Word	Meaning	Example
이름 + 귀하 ireum + gwiha	[Name] + 귀하 = formal written address to a person	If you meet someone, you might say 홍길동 씨 or 홍길동 선생님. On a formal envelope, you write 홍길동 귀하.
귀하 gwiha	esteemed addressee; formal 'Dear ____'	귀하는 상대를 높여서 받드는 느낌이 있어요. Think of it as addressing the esteemed reader, not calling someone out loud.
홍길동 귀하 Hong Gil-dong gwiha	Dear Mr. Hong Gil-dong, in a formal letter	첫 번째 줄을 나눠 볼게요. 홍길동 귀하.
홍길동 귀하 (O) / 홍길동 씨 귀하 (X) —	Do not stack 씨 or 님 with 귀하	이름이 먼저 오고, 그다음에 귀하가 와요. 씨나 님을 또 붙이지 않아요. 귀하가 이미 높이는 역할을 해요.
귀사 gwiha	your esteemed company	맞아요. Now if the addressee is a company, not a person, the word changes to 귀사.
귀사의 무궁한 발전을 기원합니다 gwiha-ui mugunghan baljeoneul giwonhamnida	We wish your company boundless growth.	귀사는 상대 회사, the company you are writing to. A very common opening is 귀사의 무궁한 발전을 기원합니다.
무궁한 발전을 기원합니다 —	We wish you boundless growth	무궁한 means boundless. 발전 is growth or development. 기원합니다 is a formal way to say we wish for it. The whole line is a set business greeting.
본인 bonin	the person themselves; the undersigned	본인은 계약서나 신청서에서 자주 나와요. 본인 means the person themselves, often the undersigned or the relevant party.



Grammar / Structure Notes

이름 + 귀하

이름 + 귀하 — [Name] + 귀하 = formal written address to a person

Used on envelopes, notices, and formal letters

귀하

귀하 — esteemed addressee; formal 'Dear ____'

A written honorific address term

홍길동 귀하

홍길동 + 귀하 — Dear Mr. Hong Gil-dong, in a formal letter

첫 번째 줄을 나눠 볼게요. 홍길동 귀하.

홍길동 귀하 (O) / 홍길동 씨 귀하 (X)

홍길동 귀하 (O) / 홍길동 씨 귀하 (X) — Do not stack 씨 or 님 with 귀하

귀하 replaces the spoken title in writing

귀사

귀사 — your esteemed company

귀 = honored or your; 사 = company

Pronunciation Loop

Phrase	How to practice
홍길동 귀하	Hong Gil-dong gwiha
귀하	gwiha
귀사의 무궁한 발전을 기원합니다	gwis-a-ui mugunghan baljeoneul giwonhamnida
무궁한 발전을 기원합니다	mugunghan baljeoneul giwonhamnida

Self-Check

- 1 Say 귀하 / 귀사 / 본인 three times: slow, natural, then inside a short sentence.
- 2 Write one original sentence that was not in the video.
- 3 Rewatch the YouTube lesson and pause when the same pattern appears.

Related / Subsequent Studies



Lesson	Why study it next	Link
아드님 / 따님 / 자제분 Referring to Someone Else's Family Politely	C1 Honorifics: compare 아드님 / 따님 / 자제분 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-C1-HON-ADR-002
이모 / 사장님 / 기사님 Kinship & Job Titles for Strangers	C1 Honorifics: compare 이모 / 사장님 / 기사님 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-C1-HON-ADR-001
그쪽 / 본인 / 당신 The 'You' Words That Can Backfire	B1 Honorifics: compare 그쪽 / 본인 / 당신 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-B1-HON-ADR-002
님 / 씨 Korean Titles and Address	A2 Honorifics: compare 님 / 씨 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-A2-HON-ADR-001

My Notes

Your ladder to fluent Korean. This PDF, the website, and the video lessons are free for personal study.