Leka Uila / Leka
(Emails and Letters)

Salutations

Aloha e _____,

Greetings "addressee"

Aloha e _____ ē,

Same as above but the second "ē" (vocative particle) adds emphasis, providing a slightly more personal or intimate tone

Aloha mai kāua e _____,

Greetings to the two of us (more personal than the above salutations)

E _____ ē, aloha nō kāua,

Addressee, greetings indeed to the two of us (even more personal)

Aloha mai kākou,

Greetings to three or more of us (useful for a group email or a letter with more than one addressee)

Closings

Naʻu,
na _____
By me,
by "Writer"

Naʻu nō,
na _____
By me indeed,
by "Writer"

Naʻu me ke aloha,
na _____
By me,
by "Writer"

Naʻu me ke mahalo,
na _____
By me with gratitude,
by "Writer"

For this type of closing, you may also use the following phrases:
- **Naʻu me ka manaʻo kōkua,** (By me with the intention to be of help)
- **Naʻu me ka haʻahaʻa,** (By me with humility)
- **Naʻu me ka ʻoiaʻiʻo** (By me with sincerity)
- remember the **"na _____"** for the final line of this type of closing

Ke aloha nō,
Aloha indeed,

Me ka mahalo piha,
With a fullness of gratitude,

Me ke aloha pumehana,
With warm regards,

Me ka haʻahaʻa,
With humility,

Me ka mahalo nui,
With much gratitude,

Me ka hauʻoli,
With happiness/joy,

Very informal (emails):
naʻu
"by me" – that's all! (no comma, no name – your name appears at the top of the email)

Very formal (more likely in "snail mail" letters):
ʻO au iho nō me ka haʻahaʻa,
I am the undersigned with humility,

For this closing, you could also substitute the following phrases:
- **ʻO au iho nō me ka ʻoiaʻiʻo** (I am the undersigned with sincerity)
- **ʻO au iho nō me ka mahalo** (I am the undersigned with gratitude)
- **ʻO au iho nō me ke aloha pumehana** (I am the undersigned with warm regards)
- **ʻO au iho nō me ka mahalo piha** (I am the undersigned with a fullness of gratitude)

With a more religious/spiritual tone:
Ke Akua pū,
God be with you,

Information for Letterheads or Email Signature Blocks

Leka Uila (Email)**:** kanaka@hawaii.edu

Kelepona (Telephone)**:**

- **Kelepona Paʻalima** (Cell Phone)**:** (808) 935-0000
- **Kelepona Keʻena** (Office Phone**:** (808) 961-0000
- **Kelepona Hale** (Home Phone)**:** (808) 325-0000

Kelepaʻi (Facsimile)**:** (808) 775-0000

Helu Wahi (Address)**:** 200 W. Kāwili St., Hilo, HI 96720

Consider also including a favorite **ʻōlelo noʻeau** (wise saying or proverb) below your signature line:

- A colleague used: **"He ʻohu ke aloha; ʻaʻohe kuahiwi kau ʻole."**
  (Love is like a mist, there is no mountaintop that it doesnʻt settle upon).
- I use a quote from one of my heroes, Elizabeth Kauahipaula from Keaukaha, who had a full career at HawaiianTel and then dedicated herself in her sunset years to selfless service in the Hawaiian immersion program for many years at Ke Kula Kaiapuni ʻo Waiau. Her parting words were: **"Mai poina, na ʻoukou e hāpai i ka ʻōlelo Hawaiʻi i mua."** (Remember. You folks have to take the Hawaiian language forward).

Hawaiian Months

	Abbr.		Abbr.
Ianuali - January	Ian.	**Iulai -** July	Iul.
Pepeluali - February	Pep.	**ʻAukake -** August	ʻAuk.
Malaki - March	Mal.	**Kepakemapa -** September	Kep.
ʻApelila - April	ʻAp.	**ʻOkakopa -** October	ʻOk.
Mei - Mei	(none)	**Nowemapa -** November	Now.
Iune - June	Iun.	**Kekemapa -** December	Kek.

From the University of Hawaiʻi Style Guide

Hawaiian language: UH encourages the use of correct Hawaiian spelling, including glottals (ʻokina) and macrons (kahakō). **If you choose to use Hawaiian orthography in a publication**, follow these guidelines:

- **Consult appropriate reference books** to verify all Hawaiian spelling (including proper placement of glottals and macrons) and grammar. Recommended: *Hawaiian Dictionary*, Revised and Enlarged Edition, by Mary Kawena Pukui and Samuel H. Elbert (UH Press) and *Place Names of Hawaiʻi*, Revised and Expanded Edition, by Mary Kawena Pukui, Samuel H. Elbert and Esther T. Mookini (UH Press).
- **Consult Hawaiian language experts** in the libraries or on the faculty about words and phrases for which no authoritative spelling is given in your reference books. Any Hawaiian language faculty member can assist you with questions not covered in conventional reference books.
- **In matters of Hawaiian orthography, do not guess**. If you are uncertain, do the research to make sure your copy is correct.
- **Avoid culturally insensitive usage** of any language. For example, no Hawaiian word becomes plural with the addition of an "s"; wahines is an English back-formation from the Hawaiian singular noun wahine. The use of an apostrophe and an "s" is acceptable, however, in forming English possessives of Hawaiian singular nouns (Hawaiʻi's people).
- **Avoid inconsistency.** If you write "Kapiʻolani" in one place and "Kapiolani" in another, your reader can only wonder if both references are to the same person or thing.
- **Use correct diacritical marks**. A glottal is not an apostrophe, an accent grave or the tick mark next to the semicolon on your keyboard. In word processing documents to be printed as is, find instructions in your user manual—or call the Customer Support number for instructions—on how to make a "single open quotation mark" with your software. UH Information Technology Services can also assist; contact the Help Desk at 808 956-8883 or email help@hawaii.edu. Hawaiian fonts are available for proper display in word processing documents. However, they do not translate into the graphics programs used by publication designers.
- **If text is submitted for design services**, **use the correct glottal.** On hard copy submitted for publication, flag or highlight every macron to call the publication designer's attention to each one. Media Production recommends inserting an = after the appropriate vowel (Ma=noa). For directions on making the macron using your software, contact the UH Information Technology Services' Help Desk at 808 956-8883 or email help@hawaii.edu.
- **Most World Wide Web pages can support glottals** but not macrons in text. To make the glottal, use the key that appears next to the 1 key or return key; viewers will see a straight hatch-like mark for the ʻokina. Do not use a single open quotation mark as it will appear differently to different viewers. The UH System website allows text views with full orthography substitute—ʻokina only or no diacritical options depending on browser capability. When preparing text for the web, use the unicode symbol.