

Formal Letters:

Starting sentences

Thank you for your letter dated..... concerning/requesting/confirming

Following our telephone conversation on.....

I am writing to explain/apply for the position of.....

Thank you for your kind invitation to.....

I apologize for the delay in replying/sending.....

I am writing on behalf of.....

I am contacting you regarding.....

I am writing in reply to your letter concerning.....

It was very nice to meet you recently and.....

I am writing to request.....

I am writing in the hope that you may be able to help me with.....

Finishing Sentences

Please let me know if you need any further details.

I look forward to hearing from you.

I hope you will consider my application.

Please give this matter your urgent attention.

Thank you for your consideration/help in this matter.

Let me know if you have any queries.

Let me know what would be a suitable time for us to meet.

I hope to be able to work with you in the future.

[illegible]