## **Formal Letters:**

## **Starting sentences**

I hank 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.

Informal	Formal
Got	Received/obtained
Help me	Give me some advice
Put	Enclosed/attached
I found that	I discovered/realised
Right	Appropriate
Asked for	As requested
Good	Fruitful/useful/productive
I know how you feel	I appreciate/understand how you feel
Bought	Purchased
I am keen	I am enthusiastic
Not paying	Withholding payment
This issue needs sorting out	This issue needs to be resolved
This needs to be done quickly	I hope this can be done as soon as possible I trust this can be prioritised
Thanks a lot	Thank you for your time Thank you for your consideration of this matter