

Beginnings

- ① I am writing to apply for the post advertised in yesterday's *Independent*. I have four years' experience as a graphic artist, as well as a degree in Fine Art, and believe I am the perfect candidate for the position.
- ② I am writing to you about last Sunday's dinner. I would like to apologise for my inappropriate remarks.
- ③ Hi! I haven't heard from you for ages. What have you been up to recently?
- ④ I've got a worrying problem and I would really appreciate some advice.
- ⑤ I'm writing to you from my summer cottage on the lake. I'd love it if you could come and spend the weekend with us.
- ⑥ I appreciate the invitation to the opening of your art gallery. I am afraid I am unable to attend due to prior commitments.
- ⑦ I received your letter concerning the property which you have recently inherited. I believe the best course of action is to contact an estate agent.
- ⑧ I was delighted to receive your letter. I would be honoured to attend your dinner party on 28th May.

Endings

- Ⓐ I am enclosing a curriculum vitae together with two references. Please do not hesitate to contact me if you require any further information.
- Ⓑ Please write soon and tell me your news.
- Ⓒ We'd love to see you again. Please call and let us know if you can make it.
- Ⓓ Please accept my sincere apologies for my unseemly behaviour.
- Ⓔ I look forward to seeing you. Please let me know if the dinner party will be formal so that I can dress accordingly.
- Ⓕ Tell me what you think I should do. Write back soon.
- Ⓖ I trust you will accept this advice. I am also including the name and address of a real estate office which can help you.
- Ⓗ I am sorry to miss the opportunity to meet the artists, but I hope I can view their work at the gallery soon.