

FORMAL CORRESPONDENCE

- USEFUL PHRASES (1a)



1. I'm writing **to enquire** ____ (...)
2. I'm writing ____ **connection** ____ our recent (...)
3. I'm contacting you ____ **the following reason**.
4. I would be interested ____ obtaining / receiving (...)
5. ____ **reply** ____ your request (...)
6. ____ **reference** ____ our earlier correspondence, (...)
7. **Further** ____ our correspondence last week, (...)
8. I would appreciate **your immediate attention** ____ **this matter**.
9. I am writing **to express my dissatisfaction** ____ (...)
10. We are **sorry for the delay** ____ **replying** (...)
11. We are pleased **to place an order** ____ **your company** for (..)
12. Please note that(....)**are subject** ____ **change without (prior) notice**.
13. Our **terms** ____ **payment are as follows**: (...)
14. If we can **be** ____ **any further assistance**, please let us know.
15. ____ **further details**, please contact our (...)
16. We hope you can **settle this matter** ____ **our satisfaction**.
17. **I look forward** ____ **hearing** ____ **you** ____ **this matter**.
18. I would appreciate a reply ____ **your earliest convenience**.