

**Beginnings...****...Endings**

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| 1. I am writing with regard to your recent correspondence. We regret to inform you that there are no places left on the course...                                    |  |
| 2. Thanks so much for your thoughtful gift. The jumper fits perfectly. It will really come in handy this winter when I go skiing...                                  |  |
| 3. I just received your letter and I'm sorry to hear that you're having trouble...                                                                                   |  |
| 4. Sorry I can't make it to your parents' 25 <sup>th</sup> anniversary party, but I'll be away on the day of the celebration.                                        |  |
| 5. I am writing to inquire about the special weekend trips...                                                                                                        |  |
| 6. I am writing with regard to the advertisement in the Daily News of May 2 <sup>nd</sup> . I would like to apply for the teaching position at Beacon Street School. |  |
| 7. I just wanted to let you know that I'd love to come to your party on the 24 <sup>th</sup> .                                                                       |  |
| 8. It is with great pleasure that I am writing to congratulate you on your promotion.                                                                                |  |

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| a) Anyway, wish them a happy anniversary from me. I'm looking forward to hearing about how it went.                              |
| b) Let me know if my advice was of any help. I hope everything turns out fine.                                                   |
| c) Should you need any information about courses which will be held next term, I would be happy to assist you.                   |
| d) I look forward to meeting you to discuss the possibility of employment. Please contact me regarding any queries you may have. |
| e) I look forward to receiving the information and would appreciate it if you could send it as soon as possible.                 |
| f) Thanks again for the gift and please give my best regards to your family.                                                     |
| g) Anyway, thanks again for the invitation. I'll see you then.                                                                   |
| h) I am confident that you will carry out your new duties with your usual conscientiousness and dedication.                      |