INQUIRY RESPONSE

Read the sentences and decide their categories, o for opening, b for body and c for closing. .

1. We hope that the details mentioned were useful to you.
2. Thank you for your inquiry regarding our product or service.
3. Thank you for your interest in our product or service.
4. If you have any questions or need more details, we are always ready to help.
5. We would like to thank you for your letter inquiring about our product.
6. In response to your inquiry, please find attached in this email ___.
7. To answer your question, here are ___.
8. In addition to the information above, we also attached ___.
9. Should there be any further inquiries, please do not hesitate to contact us.
10. If you require further information, feel free to contact me.
11. Besides the given information, we also enclosed ___.
12. In order to fully answer your request, we would like to give you some further details.
13. We truly appreciate your letter asking for information about our service.
14. It was a pleasure to receive your inquiry about the product of our company
15. I hope you are satisfied with the information above.
16. In case you would like to have more information, we are happy to arrange a call and a meeting for our further discussion on this matter.

LIVEWORKSHEETS