I look forward to meeting you next week.

What's going on?

How are you doing?

I am writing to inform you...

Just a note to say...

I would be grateful if you could reply early.

I regret to inform you of...

I look forward to meeting you next week.

Could you...?

I was hoping that you could...

Please get back to me ASAP.

Write back soon!

I am afraid I will not be able to attend.

Write back soon!

I apologize for any inconvenience this may have caused you.

I'm sorry to tell you that...

I am afraid your child is experiencing difficulty.

Sorry, I can't make it.

I'm sorry for what happened.

Your kid is making trouble.

Formal letter	Informal letter

LIVEWORKSHEETS