I am writing on behalf of ...
I would appreciate if you
I am writing to express my disatisfaction with...
I find it most unsatisfactory that....
I would be most grateful if you
Please feel free to contact me if you have further questions.
I was wondering if you could..
I am writing to draw your attention to..
I hope to receive reply in your near future.
I look forward to hearing from you
I would be grateful if you could....
I hope that this matter can be resolved
I feel I am entitled to (a refund)
This has caused me considerable inconvenience.
With regard to..
I am writing to inform you that....
Should you require any further information, please do not hesitate to contact me;
Yours sincerely,
I would appreciate your immediate attention to this matter.
I would like to apologize for the inconvenience.
Please accept our apologies for....
It would be helpful if you could
We regret to inform you that.....
I am enclosing...
In addition, I would like to ....
I would like to apologize for....
I regret any inconvenience caused
Please find enclosed...
We would appreciate if you could..
We hope that we can settle this matter to our satisfaction
Dear Mr X
To whom it may concern
Dear Sir or Madam,
Yours faithfully,

LIVEWORKSHEETS

Hi	Bye
I am writing because	This sucks
I want (my money back or a voucher)	
I'm sorry	
Do what I ask you	
(The receipt)is in the letter	Please, answer the letter.
Ask me if you have questions.	

LIVEWORKSHEETS