

Useful words and phrases formal letters

Thank you for your letter 1._____ [about] the damage to your vehicle.

2._____ [I am sorry to say] that your 3._____ [official request for something]
has not been successful.

3._____ that your application has been successful. [I am happy to say]
I am writing to 4._____ English courses at your school. [ask about]

You will need to 5._____ the booking 6._____ [write to say that the booking is certain].

We would like to **thank you for** 6._____ [say thank you for offering your help].

We would like to 7._____ [say sorry for] 8._____ [when something arrives
later than expected]. OR 9._____ the delay.

I 10._____ a cheque for £100. [I am sending a cheque for £ 100 in the same envelope as this letter.]