# Beginnings

1. I am writing to apply for the post advertised in yesterday's *Independent*. I have four years' experience as a graphic artist, as well as a degree in Fine Art, and believe I am the perfect candidate for the position.
2. I am writing to you about last Sunday's dinner. I would like to apologise for my inappropriate remarks.
3. Hi! I haven't heard from you for ages. What have you been up to recently?
4. I've got a worrying problem and I would really appreciate some advice.
5. I'm writing to you from my summer cottage on the lake. I'd love it if you could come and spend the weekend with us.
6. I appreciate the invitation to the opening of your art gallery. I am afraid I am unable to attend due to prior commitments.
7. I received your letter concerning the property which you have recently inherited. I believe the best course of action is to contact an estate agent.
8. I was delighted to receive your letter. I would be honoured to attend your dinner party on 28th May.

# Endings

A. I am enclosing a curriculum vitae together with two references. Please do not hesitate to contact me if you require any further information.
B. Please write soon and tell me your news.
C. We'd love to see you again. Please call and let us know if you can make it.
D. Please accept my sincere apologies for my unseemly behaviour.
E. I look forward to seeing you. Please let me know if the dinner party will be formal so that I can dress accordingly.
F. Tell me what you think I should do. Write back soon.
G. I trust you will accept this advice. I am also including the name and address of a real estate office which can help you.
H. I am sorry to miss the opportunity to meet the artists, but I hope I can view their work at the gallery soon.

LIVEWORKSHEETS