Beginnings…	**…Endings**
1. I am writing with regard to your recent correspondence. We regret to inform you that there are no places left on the course…	
2. Thanks so much for your thoughtful gift. The jumper fits perfectly. It will really come in handy this winter when I go skiing…	
3. I just received your letter and I'm sorry to hear that you're having trouble…	
4. Sorry I can't make it to your parents' 25th anniversary party, but I'll be away on the day of the celebration.	
5. I am writing to inquire about the special weekend trips…	
6. I am writing with regard to the advertisement in the Daily News of May 2nd. I would like to apply for the teaching position at Beacon Street School.	
7. I just wanted to let you know that I'd love to come to your party on the 24th.	
8. It is with great pleasure that I am writing to congratulate you on your promotion.	

a) Anyway, wish them a happy anniversary from me. I'm looking forward to hearing about how it went.
b) Let me know if my advice was of any help. I hope everything turns out fine.
c) Should you need any information about courses which will be held next term, I would be happy to assist you.
d) I look forward to meeting you to discuss the possibility of employment. Please contact me regarding any queries you may have.
e) I look forward to receiving the information and would appreciate it if you could send it as soon as possible.
f) Thanks again for the gift and please give my best regards to your family.
g) Anyway, thanks again for the invitation. I'll see you then.
h) I am confident that you will carry out your new duties with your usual conscientiousness and dedication.

LIVEWORKSHEETS