

FORMAL CORRESPONDENCE

- USEFUL PHRASES (1b)



Fill in the missing words. The first letter is given.

1. I'm writing **to** _____ **about** the job advertisement you posted in 'Work Now'. (E)
2. I'm writing **in** _____ **with** our recent correspondence. (C)
3. I'm contacting you **for the** _____ **reason**. (F)
4. I **would be interested in** _____ **further information regarding** this issue. (O)
5. **In** _____ **to** your request, I am sending our current offer. (R)
6. **With** _____ **to** our earlier correspondence, **please find enclosed** our current offer. (R)
7. _____ **to** our correspondence last week, I am sending the updated price list. (F)
8. I would appreciate **your** _____ **attention to this matter**. (I)

9. I am writing **to** _____ **my dissatisfaction with** the service I received at your hotel. (E)
10. We are **sorry for the** _____ **in replying** to your e-mail. (D)
11. We are pleased **to** _____ **an order with your company** for the following products. (P)
12. Please note that prices **are** _____ **to change without prior notice**. (S)
13. Our _____ **of payment are as follows**. (T)
14. If we can **be of any further** _____, please do not hesitate to contact us. (A)
15. **For further** _____, please contact our representative in Warsaw. (D)
16. We hope you can _____ **this matter to our satisfaction**. (S)
17. **I look** _____ **to hearing from you on this matter**. (F)
18. I would appreciate a reply **at your earliest** _____. (C)