

Classify these phrases into formal and informal expressions

1. I am writing to inform you ...
2. Great news!
3. I am unable to attend due to
4. I am delighted to inform you
5. Sorry, but ...
6. I'd like to let you know about ...
7. I would like to apologise for ...
8. Let's meet on Sunday!
9. Call/Mail me if you need more help.
10. If you have any further questions, please do not hesitate to contact me.
11. I look forward to hearing from you in the near future
12. See you soon.

Formal expressions

Informal expressions