



Put the phrases to the appropriate sections:

The purpose of this email is...	I would be grateful if you could...	I'd like to call your attention to...	This is an urgent matter.
Looking forward to receiving your comments.	Please find attached...	Let me know if there's anything else I can help you with.	Could you please send me...?
We hope you can settle this matter to our satisfaction.	Looking forward to hearing from you.	We regret to inform you that	Please note that...

INTRODUCTION	MAIN BODY	ASK FOR AN ACTION	REFERRING TO FUTURE CONTACT