



Expression in personal letter

Please find the expressions based on the categories and put the expressions below the categories!

Gratitude



Asking for help



Apologizing



Giving advice




*Delivering Bad
news*



*Delivering good
news*





I'm just writing to thank
you for ...

It was very kind of
you to ...

Thanks very much for ...

Have you thought about
...?

I'm so sorry that ...

By the way, did you know
that ...?

I'm sorry but I have to
tell you that ...

I wonder if you could
help me.

I'm extremely sorry to hear
that ...

I would like to apologize
for ...

I wonder if I could ask you a
favor. Could you ...?

I hope it's not too much to
ask but ...

OMG!! You'll never
guess what happened!

Well, I thought about it and if
I were you, I would ...

I am sure that you'll be
interested to know that ...

Bad news, I'm afraid,
but no way to avoid it,
so here it goes ...

In your last letter you said
you weren't sure what
course of action to take, I
suggest ...

Words are not enough to
erase the pain I have given
you but I want to say how
sorry I am ...