

# WRITING A PARAGRAPH

## FORMAL EMAIL PHRASES

### Opening

- Dear Sir/Madam,
- Dear Mr./Ms. [Last Name],
- I am writing to...
- I would like to ask about...
- I am contacting you regarding...

### Main Body

- Could you please provide me with...
- I would be grateful if you could...
- I would like to request...
- I am interested in...
- Thank you in advance for your help.

### Closing

- I look forward to your reply.
- Thank you for your time and assistance.
- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the name)

**ACTIVITY: YOU ARE GOING TO HAVE A PARTY NEXT WEEKEND AND YOU WOULD LIKE TO BOOK A RESTAURANT. WRITE A FORMAL EMAIL BOOKING THE PLACE. (60 WORDS)**

## INFORMAL EMAIL PHRASES

### Opening

- Hi [First Name],
- Hello [First Name],
- How are you? I hope you're doing well.
- It was great to hear from you.

**ACTIVITY: YOU ARE GOING TO HAVE A PARTY NEXT WEEKEND AND YOU WOULD LIKE TO INVITE YOUR BEST FRIEND. WRITE AN INFORMAL EMAIL INVITING HIS/HER. (60 WORDS)**

### Main Body

- I just wanted to tell you...
- Thanks a lot for your message.
- I'm writing because...
- Guess what?
- By the way...

### Closing

- Write back soon!
- Talk to you later.
- Take care,
- Best, / Cheers, / Love,