Useful words and phrases formal letters

Thank you for your letter 1	[about] the damage to your vehicle.	
2	[I am sorry to say] that your 3	[official request for something]
has not been successful.		
3	that your application has been successful. [I am happy to say]	
I am writing to 4	English courses at your school. [ask about]	
You will need to 5	the booking 6.	[write to say that the booking is certain].
We would like to thank you for 6	[say thank you for offering your help].	
We would like to 7	[say sorry for] 8	[when something arrives
later than expected]. OR 9	the delay.	
110	a chaque for £100. [Lam conding a chas	use for £ 100 in the same envelope as this letter 1

