

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.

I 10. _____ a cheque for £100. [I am sending a cheque for £ 100 in the same envelope as this letter.]