

FORMAL CORRESPONDENCE

- USEFUL PHRASES (1a)



1. I'm writing **to enquire** _____ (...)
2. I'm writing _____ **connection** _____ our recent (...)
3. I'm contacting you _____ **the following reason**.
4. I would be interested _____ obtaining / receiving (...)
5. _____ **reply** _____ your request (...)
6. _____ **reference** _____ our earlier correspondence, (...)
7. **Further** _____ our correspondence last week, (...)
8. I would appreciate **your immediate attention** _____ **this matter**.
9. I am writing **to express my dissatisfaction** _____ (...)
10. We are **sorry for the delay** _____ **replying** (...)
11. We are pleased **to place an order** _____ **your company** for (..)
12. Please note that(....)**are subject** _____ **change without (prior) notice**.
13. Our **terms** _____ **payment are as follows**: (...)
14. If we can **be** _____ **any further assistance**, please let us know.
15. _____ **further details**, please contact our (...)
16. We hope you can **settle this matter** _____ **our satisfaction**.
17. **I look forward** _____ **hearing** _____ **you** _____ **this matter**.
18. I would appreciate a reply _____ **your earliest convenience**.