FORMAL CORRESPONDENCE

– USEFUL PHRASES (1b)

Fill in the missing words. The first letter is given.

1. I'm writing **to** _____ **about** the job advertisement you posted in 'Work Now'. **(E)**

2. I'm writing **in** _____ **with** our recent correspondence. **(C)**

3. I'm contacting you **for the** _____ **reason**. **(F)**

4. I **would be interested in** _____ **further information regarding** this issue. **(O)**

5. **In** _____ **to** your request, I am sending our current offer. **(R)**

6. **With** _____ **to** our earlier correspondence, **please find enclosed** our current offer. **(R)**

7. _____ **to** our correspondence last week, I am sending the updated price list. **(F)**

8. I would appreciate **your** _____ **attention to this matter**. **(I)**

LIVEWORKSHEETS

9. I am writing **to** _____ **my dissatisfaction with** the service I received at your hotel. **(E)**

10. We are **sorry for the** _____ **in replying** to your e-mail. **(D)**

11. We are pleased **to** _____ **an order with your company** for the following products. **(P)**

12. Please note that prices **are** _____ **to change without prior notice**. **(S)**

13. Our _____ **of payment are as follows**. **(T)**

14. If we can **be of any further** _____, please do not hesitate to contact us. **(A)**

15. **For further** _____, please contact our representative in Warsaw. **(D)**

16. We hope you can _____ **this matter to our satisfaction**. **(S)**

17. **I look** _____ **to hearing from you on this matter**. **(F)**

18. I would appreciate a reply **at your earliest** _____. **(C)**

LIVEWORKSHEETS