



Business Letters

DIRECTIONS: Use the phrases below as applicable to write your business letter.

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| Salutation | <ul style="list-style-type: none"> ■ Dear Mr. _____ ■ Dear Ms. _____ ■ Dear Sir | <ul style="list-style-type: none"> ■ Dear Madam ■ Dear Sir or Madam ■ Gentlemen |
| Opening | <ul style="list-style-type: none"> ■ We are writing to inform/confirm/request/enquire ■ I am contacting you because ■ I recently read/heard about . . . and I would like to know ■ Having seen . . . I would like to . . . ■ I am interested in obtaining/receiving . . . ■ I received your contact information from . . . and I would like to . . . ■ I am writing to tell you about . . . ■ Thank you for your letter of . . . ■ Thank you for contacting us. ■ In reply to your request | |
| Reference
Previous
Contact | <ul style="list-style-type: none"> ■ Thank you for your letter regarding . . . ■ In reference to our recent conversation . . . ■ Further to our meeting last week . . . ■ It was a pleasure meeting you at . . . ■ I enjoyed meeting you last week at . . . ■ I am writing to confirm . . . ■ We would appreciate it if you would . . . ■ I would be grateful if you could . . . ■ Could you please send me . . . | |
| Make Your
Request | <ul style="list-style-type: none"> ■ Could you possibly send/let us have . . . ■ In addition, I would like to receive . . . ■ I appreciate your attention to this matter. ■ Please let me know what action you plan to take. | |
| Closing | <ul style="list-style-type: none"> ■ Sincerely ■ Yours truly | <ul style="list-style-type: none"> ■ Respectfully ■ Regards |