

Look at the pictures and write sentences appropriate a formal business letter .



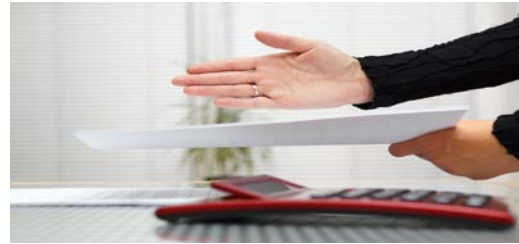
1 I am writing to inform you that your request for funding has been rejected.



2 I am writing in reference to _____



3 I am writing to confirm _____



4 I am writing to confirm _____



5 I am writing to let you know about _____



6 I'm writing to complain about _____



7 I'm sorry to inform you that _____

8 I'm happy to inform you that _____



9 I'm writing to request _____

10 I am writing to thank you for _____

Answers

2 I am writing in reference to the parcel you sent us. I am afraid to say that the goods have been damaged in transit. Could you please send a replacement ?

3 I am writing to confirm the date of our moving day. We will moving into a new office on the 15th of next month.

4 I am writing to confirm our deal. We are happy to do business with you.

5 I am writing to let you know about our upcoming sale. We will be having an end of season clearance sale. Everything will be 50% off the usual prices.

6 I am writing to complain about the delivery last week. It appears one box fell off the truck. I would like to know how you will compensate us for this loss.

7 I am sorry to inform you that you failed the entrance exam for our institution. You are welcome to reapply next year.

8 I am happy to inform you that your loan has been approved. We look forward to doing business with you in the future.

9 I'm writing to request the payment of an outstanding bill. Could you please forward payment of \$564.72 before the end of the month.

10 I am writing to thank you for the pleasant and successful meeting we attended last week at your office. Thank you for the wonderful hospitality shown to our staff.