

### Letter writing sentences exercise

Look at the pictures and write sentences appropriate in a formal business letter. (Or listen to the audio/watch the video and complete the introductions to each letter. And how many phrases do you hear that are repeated in many letters.)



1 I am writing to inform you \_\_\_\_\_  
\_\_\_\_\_



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 \_\_\_\_\_  
\_\_\_\_\_

Number 1

I'm writing to inform you, that your request for funding, has been rejected. We have a limited amount of funds available, and we were not able to approve your request.

Number 2

I'm writing, in reference to the parcel you sent us. I'm afraid to say, that the goods have been damaged, in transit. Could you please send a replacement? Thank you, for your prompt attention to this matter.

Number 3

I'm writing, to confirm the date of our moving day. We'll be moving, into a new office, on the 15th of next month. The movers will be coming at 8am, to start packing up our things. We will need to have everything out of the office by 5pm that day. I have attached a list of items, that need to be moved to the new office. Please let me know, if there is anything else you need from me.

Yours sincerely, Maisie

Number 4

I'm writing, to confirm our deal. We're happy to do business with you. We'll send you the merchandise, as soon as we receive your payment. Thank you for your business!

Number 5

I'm writing, to let you know, about our upcoming sale. We'll be having an end of season clearance sale. Everything will be 50% off the usual prices. The sale, will start on Monday, August 12th and will end on Sunday, August 18th. I hope you will be able to come, and take advantage of these great deals. If you have any questions, please feel free to contact me at 555-555-5555.

Thank you for your time,

Jane Doe

Number 6

I'm writing to complain, about the delivery last week. It appears, one box fell off the truck. I'd like to know, how you'll compensate us for this loss. I am expecting a full refund, for the cost of the items that were damaged. I would also like to know, how you plan to prevent this from happening in the future.

Number 7

I'm sorry to inform you, that you failed the entrance exam for our institution. I know, that you were hoping to get into our school, but unfortunately, you did not meet the requirements. I suggest that you try again next year and study harder. I wish you the best of luck in your future endeavours.

Number 8

I'm happy to inform you, that your loan has been approved. The loan amount of 10,000\$, will be deposited into your checking account, within the next five business days. Once the funds have been deposited, you will be able to begin making payments on your loan.

If you have any questions, please do not hesitate to contact us.

Thank you for choosing our company, and we look forward, to helping you reach your financial goals.

Number 9

I'm writing to request the payment of an outstanding bill. Could you please forward payment of \$564.45 before the end of the month. If you have any questions, please don't hesitate to contact me. Thank you for your time.

Number 10

I'm 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. I am glad that we were able to come to an agreement on the terms of the contract, and I look forward to working with you in the future. I am confident that our partnership will be a long and prosperous one.

Thank you again for your time and generosity. I hope you have a wonderful day.

Sincerely,

Neerja