

Letter Writing Sentence Starters

1. I am writing to enquire about...
2. I am writing in regards to...
3. I am writing to inform you that...
4. I am writing to request...
5. I am writing to express my...
6. I am writing to complain about...
7. I am writing to ask for...
8. I am writing to apply for...
9. I am writing to thank you for...
10. I am writing to apologise for...
11. I hope you can help me with...
12. I would be grateful if you could...
13. I am enclosing...
14. Please find attached...
15. I look forward to
16. I would appreciate
17. Thank you for
18. I am sorry for
19. I regret to inform you that
20. Unfortunately
21. As you are aware
22. I would like to take this opportunity to
23. In response to your
24. I am writing to confirm that
25. This letter is to inform you that



Example answers about renting a property

1. I am writing to enquire about the possibility of renting a property from you.
2. I am writing in regards to the property at 123 Main Street.
3. I am writing to inform you that I will be moving out of the property at 123 Main Street on January 31st.
4. I am writing to request that you send me a copy of the lease agreement.
5. I am writing to express my dissatisfaction with the property at 123 Main Street.
6. I am writing to complain about the noise level in the building.
7. I am writing to ask for a refund of my deposit.
8. I am writing to apply for a position at your company.
9. I am writing to thank you for your help in finding a new apartment.
10. I am writing to apologise for the damage to the property.
11. I hope you can help me with finding a new apartment.
12. I would be grateful if you could send me a copy of the lease agreement.
13. I am enclosing a copy of the lease agreement.
14. Please find attached a copy of the lease agreement.
15. I look forward to hearing from you soon.
16. I would appreciate a response as soon as possible.
17. Thank you for your time and consideration.
18. I am sorry for the inconvenience.
19. I regret to inform you that I will be moving out of the property at 123 Main Street on January 31st.
20. Unfortunately, I will not be able to renew my lease.
21. As you are aware, my lease is up for renewal.
22. I would like to take this opportunity to thank you for your help in finding a new apartment.
23. In response to your ad in the newspaper, I am interested in applying for the position.
24. I am writing to confirm that I received your letter dated January 1st.
25. This letter is to inform you that I will be moving out of the property at 123 Main Street on January 31st.