

EXPRESSIONS FOR WRITING LETTERS

REMEMBER:

In a formal letter,

- avoid contractions when possible

for example: **I am** instead of ~~**I'm**~~

- Use the present simple instead of the present continuous when possible

for example: **I look forward to our meeting** instead of ~~**I am looking forward . . .**~~

- Use the conditional

for example: **I would like to visit your farm** instead of ~~**I want to visit your farm**~~

- Use less colloquial English

for example: **I'm really interested** instead of ~~**I am most interested**~~

- Construct indirect, impersonal sentences

for example: **It would be a good idea . . .** instead of ~~**I think it's a good idea . . .**~~

USEFUL EXPRESSIONS:

Could you please . . .

I would be most grateful if you could . . .

Please find enclosed a check for . . .

I enclose my CV.

I look forward to hearing from you soon.

FORMAL OR INFORMAL LETTER ?

THE FOLLOWING EXPRESSIONS ARRANGED ACCORDING TO THEIR DEGREE OF FORMALITY

more formal	less formal
I apologize for the delay in replying to your letter	I'm terribly sorry not to have written sooner but . . .
I would be most grateful if you could . . .	It would be nice if you could . . . I'd be grateful if you could . . .
Thank you for your letter of 15 January.	Thanks for your last letter.
Would it be possible to telephone me as soon as	Phone me as soon as possible.
Would it be convenient if I arrived at 7 p.m.?	Would it be alright if I came at 7 p.m.?
I look forward to hearing from you soon.	I'm looking forward to hearing from you soon.
I would very much appreciate an early reply. I request a prompt reply.	Please reply quickly
I look forward to meeting you at your earliest	Looking forward to getting together again soon.
May I suggest that we . . .	It would be a good idea to . . .
I regret that I am unable to attend. Unfortunately, I will not be able to attend	Unfortunately, I won't be able to come.
It would give me great pleasure to attend	I'd be happy to attend
I will send all the details.	I'll let you know all the details.