





EMAIL PHRASES





GREETINGS

Dear Sir or Madam,

To whom it may concern

Dear Mr or Ms Jones,

Dear Dr Smith



REASON FOR WRITING REPLYING

to ask for further information about ...

Could you please let me know

if you can attend ...

MAKING A REQUEST





ASKING FOR INFORMATION

if you are available for a meeting on 12th December? Could you possibly arrange a meeting with the Logistics Manager?

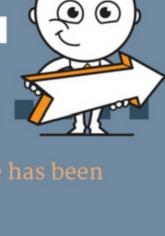
I would also like to know if there are any swimming pools in your area.

OFFERING HELP





GIVING INFORMATION



COMPLAINING

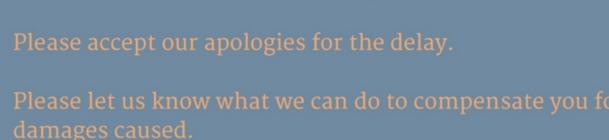
I am writing to express my dissatisfaction with... to complain about...

room you provided us.

for the damages.



APOLOGIZING





I am attaching my CV for your consideration. I am sending you the brochure as an attachment.

Please see the statement attached.

TTACHING FIL

Please find attached the file you requested.

ENDING





CLOSING FORMULA



