

Letter Writing - word mat

Openings

- I am delighted to inform you that
- I am grateful to you for
- It has come to my attention that
- It is with much pride that I can confirm that
- It is with regret that
- I wish to
- I wish to express
- I would like to
- I would like to inform you that
- I would like to take this opportunity to
- I write to you because
- Thank you for

Useful expressions

- As I see it
- I appreciate that
- I hope that
- It appears that
- It concerns me that



- *It is for this reason that*
- *I trust that*
- *It seems to me*
- *It would be helpful if*
- *I wonder if you would be kind enough to*
- *I would be grateful if*
- *I wonder if*
- *I would prefer*
- *I would rather not*
- *Please accept my*
- *Please consider*
- *Please send my*

Closing remarks

- *An early response would be greatly appreciated*
- *Do not hesitate to contact me if I can be of any further assistance*
- *I hope and expect that ...*
- *I look forward to hearing from you in due course*
- *I trust that this is all in order*
- *Thank you once again for ...*

