

## Basic Business Letter

### The Start

Dear Sir or Madam,  
Dear Dr/ Mr/ Ms Smith,  
Dear David,  
To whom it may concern.

### The Reason for Writing

I am writing to inquire about  
apologize for  
confirm

### Requesting

Could you possibly...?  
I would be grateful if you could...  
Would it be possible to...?

### Giving Bad News

Unfortunately  
I am afraid that

### Enclosing Documents

I am enclosing  
Please find enclosed

### Closing Remarks

Thank you for your help.  
Please contact us again if we can help in any way.  
there are any problems.  
you have any questions.

### Reference to Future Contact

I look forward to hearing from you soon.  
meeting you next Tuesday.  
seeing you next Thursday.

### The Finish

Yours faithfully, (if you don't know the name of the person you're writing to)  
Yours sincerely,

Best wishes/ Best regards/ Kind regards