

Task 1: Business Letters and Emails

Opening lines

Why do we need an opening line in a business letter or formal email?

- to make reference to previous correspondence
- to say how you found the recipient's name/address
- to say why you are writing to the recipient.

10 Closed Opening Lines

Reference to your letter of 8 June, I...

I am writing to inquire about ...

After having seen your advertisement in ..., I would like...

After having received your address from ..., I ...

Enclosed you will see from ... and would like...

As I recently wrote to you about ...

Thank you for your letter of 8 May.

Thank you for your letter regarding ...

Thank you for your letter in regard about ...

In reply to your letter of 8 May, ...

Closing lines

Why do we need a closing line in a business letter or email?

- to make a reference to a future event
- to request an apology
- to offer help

10 Closed Closing Lines

If you require any further information, feel free to contact me.

I look forward to your reply.

I look forward to hearing from you.