

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