

Formal letters

Please rearrange the following sentences, so that they make sense!

Starting a letter:

1. about an college at courses enquire I writing to your

2. advertisement an connection I with writing your in

3. The advertisement Times in your reference to with

4. 16th letter April of reference to with your

5. 16th about enquiring for June letter of thank vacancies you your

Main body letter:

1. am delighted examination have I laform passed that to you your you

2. a cannot I offer regret refund tell that to we you you

3. a addressed enclosed find envelope please stamped

4. allow apologise for had have me please problems the to you

5. as as could goods please possible replace soon the you

6. about be college could grateful I if information me send your would you

Ending the letter:

1. forward I look receiving reply to your

2. forward from hearing I soon look to you
