# Greeting

Hi/Hello/Dear

Dear Sir

Dear Madam

To whom it way concern

# To start the email /Letter

How have you been?

How are the things with you.

How have you been lately?

How are you? I hope your are fine.

It is nice to hear from you. How are things?

# To describe feelings

I am/was happy to hear that you are recovering

I am/was worried/sad/unhappy about…

I am/was disappointed with

I feel/felt excited to know…

I felt hurt/annoyed.

# To express apologies

I would like to apologize for….

Please accept my apologies for….

I am sorry that/for….

I apologize wholeheartedly…

I would like to express my regret….

# To reject/decline offer/invitation

Thanks for your invitation but I’m sorry to say I’m not available on that date/day..

I would love to go with you, but I am afraid I may have to

That’s very kind of you. Unfortunately, I have…

I am very sorry. I don’t think I could follow u to the….

I apologize. I’m unable to join you as I have got too much at the moment.

# To accept offer/invitation

That’s very kind of you. I would…

I would very much like to…

What a delightful idea. I will be sure to…

With the greatest pleasure. We would.

Yes, thank you very much for inviting me.

# To provide opinion

In my opinion

In my view

In my reckoning

I definitely think that…

I believe that…

# To provide advice

Why don’t you

Why not we

What about

How about

I would like to suggest/propose/recommend that

# To provide justification

The reason is

This is because

The first reason I believe, is….

There are many facts in favour of my opinion. One such fact is

The main reason I feel this way is

# To describe activity/event/function

The show was interesting and exciting. We had a lot of fun.

The talk was very informative. I learned

The party was fun/fabulous/wonderful/boring…

The…. Took place… (what/where/why/who/which/how)

# To express agreement and disagreement

Yes I agree with your recommendation

Sorry, I disagree with you

No way, I am not going to that place!

You are right/wrong.

# To express preferences

I can’t get over it.

This… is a better / more suitable choice.

I would rather… at home than go to….

I think I’d choose/favour/pick/select /go for….