**FORMAL LETTER**

**SŤAŽNOSŤ- A letter of complaint/APPLICATON- žiadosť**

I am writing to inform you about…

I am writing to complain about..

I want to express my strong dissatisfaction..

I am writing to report a fault.

I am returning … with this bill.

I appreciate if you could…

I would be grateful if you could…

This is simply not acceptable.

I demand a full refund.

I expect you to send me a replacement.

Could you please refund my money as soon as possible.

I look forward to hearing from you.

Do not hesitate to contact me.

I am enclosing the ring and a copy of the recept for your reference.

I would be grateful if you could repair the fault and send me a new phone.

I would be very grateful if you could send me further information about..

I am enclosing a copy of the bill and I expect you to reumbruise us for such a negative experience.

Further to … podľa

Enclose – dodatok, příloha

I look forward to hearing from/seeing/meeting you soon.

Thank you for your time and consideration.

**INFORMAL LETTER**

Looking forward to seeing you- ale len v prítomnom priebehovom čase

Drop me a line, Give me a call, Take it easy

Say hi to your folks for me…

ukončenie veľmi blízkemu: Love, Hugs and kisses, Lots of love, Yours

menej blízkemu: Best wishes, Regards, Kind regards, See you later

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