

COMMONLY USED STATEMENTS IN EMAILS

Sl No.	Opening statements
1	Thank you for your prompt response
2	Thank you for your recent email
4	Thank you for the quick response
5	Thank you for emailing the details
6	Thank you for your interest / concern
7	Thank you for bringing the issue to my notice
Sl No.	Giving the main reason for the message
1	This email is about
2	This has reference to
3	I refer to our telecon
4	I'd like to inform you
5	Further to our telecon yesterday,
Sl No.	Making inquiries/ obtaining information
1	I'd like to know
2	Could you let me know...?

3	Any information you could give us aboutwould be appreciated/ welcome
4	Could you possibly send me?
SI No.	Replying to queries
1	Further to our telephonic conversation yesterday ...
2	Please do get in touch with us if you have any further queries
SI No.	Referring to the next step to be taken
1	I'll look into your request and send you a reply by the EOD. (date)
2	We'd like to verify the information in our database
3	Let me know whether ...
4	Please get back to us with the details so that we can
SI No.	Sending attachments
1	Here is the report you had requested/ asked for
2	I have attached.....
	Confirming
1	Thank you for your email, but I don't see any attachment.
2	Thank you for sending the information requested.
SI No.	Following up
1	I'd like to know if the document we had sent has reached you ...
SI No.	Asking for Clarification
1	I'm not quite sure what ' system failure' means ... Could you give me some more details

SI No.	Clarifying
1	I'd like to send some more details about ...
2	I'm sending details regarding the discrepancies in the report
3	I hope the information provided is adequate ...
4	I hope this resolves the issue ...
SI No.	Paraphrasing
1	I understand that ...
2	As I understand....
SI No.	Conveying your understanding
1	From your email I understand that /...
2	If I have understood your email correctly, you have not received the report despite
SI No.	Thanking
1	Thank you for the quick and immediate response
SI No.	Apologizing
1	I apologize for the inconvenience caused ...
2	I apologize for the error in ...
3	We are sorry about the delay in payment ...
SI No.	Closing statements
1	Please let me know if you need more information
2	Please contact me/write to me for more information

Sl No.	Sign offs
1	Thanks and regards/ Regards/ Warm Regards/With regards
2	Cheers
3	Thanks
Sl No.	Asking for Feedback
1	I look forward to your feedback
2	I'd Appreciate your feedback
3	Please let me know your thoughts on this.
4	Please share your feedback or opinion...