**Basics**

Name

Previous contact

Reason for writing

Giving information

Attachments

Asking for information

Requests

Promising action

Offering help

Final comments

Close

Formal/Neutral

Dear Mr/Mrs/Ms Dupuis Dear Mary

Thank you for your email of… Further to your last email, …… I apologise for not getting in

contact with you before now .

I am writing in connection with … I am writing with regard to ….

In reply to your email, here are ... Your name was given to me by …… We would like to point out that ….

I’m writing to let you know that …. We arc able to confirm that …

I am delighted to tell you that…

We regret to inform you that …

Please find attached my report. I'm sending you ... as a pdf file.

Could you give me some information about …. I would like to know . …

I’m interested in receiving/finding out

I'd be grateful if you could .. .. I wonder if you could. …

Do you think I could have ... ?

Thank you in advance for your help in this matter.

I will …..

I’ll investigate the matter.

I will contact you again shortly.

Would you like me to ... ?

If you wish, I would be happy to ...

Let me know whether you would like me to ...

Thank you for your help.

Do not hesitate to contact us again if you require any further information.

Please feel free to contact me if you have any questions. My direct line is ...

I am looking forward to ... (+ -ing) Give my regards to

Best wishes

Regards

Informal

Hi/Hello Mary

Mary, …. (*or no name at all*)

Thanks for your email. Re your email, …

Sorry I haven't written for ages, but I've been really busy.

Just a short note about ... I'm writing about ..... Here's the ... you wanted. I got your name from … Please note that …

Just a note to say ….. We can confirm that … Good news! Unfortunately, ….

I've attached .

Here is the you wanted.

Can you tell me a little more about …

I’d like to know .

Please send me .

Please could you…

Could you….?

Can I have ?

I’d appreciate your help on this.

I'll …

I’ll look into it.

I’ll get back to you soon.

Do you want me to ... ? Shall I ... ?

Let me know if you'd like me to …

Thanks again for ...

Let me know if you need anything else.

Just give me a call if you have

any questions. My number is ...

Looking forward to ... (+ -ing) Best wishes to

Speak to/See you soon. Bye (for now)/All the best