

	Formal	Informal
Greeting	<ul style="list-style-type: none"> • Dear Ms. Smith, • Dear Ingrid, • Hello Ingrid, 	<ul style="list-style-type: none"> • Hi Peter,
Opening line (reason for writing)	<ul style="list-style-type: none"> • I'm writing to • This is to inform you... • Thank you for your email. • Further to our conversation... 	<ul style="list-style-type: none"> • I wanted to let you know... • I thought I'd drop you a line to check....
Invitation	<ul style="list-style-type: none"> • Would you like to...? • I wondered if you would like to... • We are happy to invite you.... 	<ul style="list-style-type: none"> • How about? • Maybe we could...?
Suggesting the day / time of a meeting	<ul style="list-style-type: none"> • Please let me know when you are available. • What day / time would be suitable for you? 	<ul style="list-style-type: none"> • Are you free on Tuesday / at 5 pm? • How are things looking for you on Tuesday? • Does 5 pm work for you? • What's a good day for you?
Rescheduling an appointment	<ul style="list-style-type: none"> • I'm afraid I won't be able to... • Unfortunately I'm not available... • Could we reschedule...? 	<ul style="list-style-type: none"> • Something's come up. • Could we fix another time? • I'm tied up all day. • Let me know if that would work.
Request	<ul style="list-style-type: none"> • Could you please...? • I was wondering if you could...? • Do you think you could...? • I would be grateful if you could... 	<ul style="list-style-type: none"> • Can you...? • Could you...?
Final comment	<ul style="list-style-type: none"> • If you need any further information, please do not hesitate to contact me. • I look forward to hearing from you. 	<ul style="list-style-type: none"> • Let me know if you have any questions. • Write soon.
Closing line	<ul style="list-style-type: none"> • Best regards, • Kind regards, • Sincerely yours, 	<ul style="list-style-type: none"> • All the best, • Best wishes,