

Useful Language for Letters of Application (for a job)

Opening Remarks	I am writing with regard to your advertisement / I am writing to apply for the post/job/position of ... /which I saw advertised in, etc
Reference to experience	For the last/past year I have been working as ... Since/For ... / I have had experience of / Two years ago I was employed as / I worked as ... before ... , etc
Closing Remarks	I would appreciate a reply at your earliest convenience / Please contact me regarding any queries you may have / I enclose my CV and I would be glad to attend an interview at any time convenient to you / I look forward to hearing from you in due course, etc

Useful Language for Letters of Application (for a course)

Opening Remarks	I would like to apply for admission to the ... beginning / I would like to be considered for, etc
Reference to qualifications	I hold a certificate/degree in / I am due to take examinations in / I have taken/passed the ... examination / I hold the following qualifications / I have completed the following courses/degree course / My degree is in English, etc
Closing Remarks	I would appreciate a reply at your earliest convenience / I look forward to meeting/hearing from you / Please contact me regarding any queries you may have / I enclose further details of my education and qualifications to date / I hope that you will consider me for entry, etc

Useful Language for Letters Requesting Information

	Formal	Informal
Opening Remarks	I am writing to inquire about/in connection with, etc	I want you to tell me / Can you let me know, etc
To introduce first request	Could you possibly send / I would be grateful if you could / Would it be possible for you to tell/to send me / I would appreciate some information about, etc	Can you send/tell me / I want to know, etc
To introduce further requests	Please could you also send me / Another matter I need information on is / I would also like some information on, etc	Can you also find out / I also want to know, etc
Closing Remarks	I look forward to receiving / I would appreciate it if you could inform me as soon as possible, etc	Please let me know / Send me the details / Tell me soon, etc

Useful Language for Letters Giving Information

	Formal	Informal
Opening Remarks	I am writing in reply to your letter asking for information about / I am writing to inform you about / in reply to your query, etc	This is what I found out / Remember the information you wanted? / You wanted me to tell you a few things about, etc
Closing Remarks	I hope that I have been of some assistance to you / Please inform me if I can be of any further assistance / I hope I have answered all your questions / Please do not hesitate to contact me if you require any further information, etc	I hope this will help you / Let me know if you need any more help, etc