

## FILL IN THE GAPS WITH THE SUITABLE WORDS FROM THE BOX:

Key.... Look at the vocab of underlined words and phrases !!!!!

1. Please find the document Attached / As you can see from the Attachment
2. All the **Best** / **Best** wishes/ Pass my **Best** wishes on to your boss/ **Best** regards
3. Please reply at your earliest convenience / We would like to apologise for any inconvenience caused/  
Please let me know what dates are **convenient** for you
4. **Dear** Sir or Madam/ **Dear** Mr Case/ **Dear** Alex/ **Dear** Sirs
5. I look **Forward** to hearing from you soon/ Please **Forward** this to your boss
6. I look forward to **Hearing** from you (soon)/ Hope to **Hear** from you soon/ It was really nice to **Hear** from you
7. **Hi** / **Hi** John/ Say "**Hi**" to Steve from me/ Julie says "**Hi**"
8. **In** connection with/ **In** advance
9. We regret to **Inform** you that.../ We would like to **Inform** you that.../ If you need any further **Information**, please do not hesitate to contact me
10. **Love** from/ Lots of **Love** / Send my **Love** to John/ John sends his **Love**
11. Snail **Mail** / I've sent you a hard copy in the **Mail**
12. This is just a quick **Note** to say.../ Please **Note** that.../ NB
13. **Please** let me know if you have any questions/ If you need any further information, **Please** do not hesitate  
to contact me at any time
14. With **Reference** to.../ Your ref:/ Our ref:/ Ref. no.
15. Best **Regards** / Give my **Regards** to John
16. **See** you soon / It was a pleasure to **See** you again / Hope to **See** you again soon
17. I look forward to hearing from you **Soon** / See you **Soon** / Write **Soon**
18. **Sorry** it took me so long to get back to you/ **Sorry** not to reply sooner/ **Sorry** it's been so long since I last wrote/ **Sorry** to write to you out of the blue
19. Send a **Text**/ **Text speak**/ **Text** someone
20. **Thanks**/ **Thank you** again/ **Thanks**/ **Thank you** in advance/ **Thanks**/ **Thank you** for your email/ **Thanks**/ **Thank you** for getting back to me so quickly/ **Thanks** for your quick reply
21. To whom it may concern/ I'm writing To you concerning...
22. **Write** soon!/ Thanks for **Writing** back so quickly/ I am **Writing** to you in connection with.../ I am **Writing** to you concerning.../ I am **Writing** to you about.../
23. **Yours** sincerely/ **Yours** faithfully/ Sincerely **Yours** / **Yours**