

WRITE ♦ TASK 1

Chào & Mở đầu → Trả lời theo đề → Kết thư & Chúc

NGƯỜI QUEN:

Chào & Mở đầu	Dear [...], Receiving your message had me over the moon. How is life treating you? I trust you are in the pink. Please forgive me for being out of touch lately; honestly, I have been snowed under with exam preparations. Anyway, I am dropping you this line to let you know a few essential things.
Kết thư & Chúc	That is all I wanted to share for now. If you need more information or help, feel free to ask. Please give my best regards to your family. I am eagerly awaiting your reply to catch up properly. All the best,

NGƯỜI LẠ:

Chào & Mở đầu	Dear Sir/Madam, 1. Cung cấp thông tin: [I am writing this letter] to formally address the matter regarding [...]. *On behalf of our organization, I would like to [➤]*, and the relevant details are presented below for your reference. <ul style="list-style-type: none">➤ Trả lời: express our sincere thanks for your interest.➤ Xin lỗi: express our sincere apologies for the inconvenience.➤ Chúc mừng: inform you of the good news.• Phàn nàn*: As a loyal customer, I feel it is necessary to express my dissatisfaction. 2. Hỏi thông tin: [I am...] enquire about [...]. I have recently learnt about your organization and am interested in your services, so I would like to clarify a few points before making a final decision. 3. Xin việc: [I am...] to apply for the position of [...], which was recently advertised on your company website. With my background and experience, I believe I would be a good fit for your organization.
Kết thư & Chúc	That is all I wanted to share for now. Please do not hesitate to contact me if you require any further information. I look forward to receiving your response at your earliest convenience. Yours faithfully,

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NGƯỜI QUEN:

Advice:

1. What do you reckon? I would really love to hear what you think.
2. Trust me, it is worth a try.
3. I am sure you will make the right choice.
4. I know it might sound easier said than done, but I truly believe this is the best course of action for you right now.

Description:

1. I bet you would love it too. It left me with a really good feeling.
2. I still cannot stop thinking about it.
3. It was a really memorable experience, and I honestly wish you could have been there to share it with me.

Invitation:

1. Let me know so I can arrange my schedule.
2. We definitely need to make some new memories together after such a long time apart.
3. I have been planning this for a while, and honestly, the **[party/trip]** would not be the same without your presence.

Apology:

1. Please do not be mad at me. I promise to make it up to you with a nice dinner next time we meet.
2. I hope you can understand my situation.
3. I will try to do better next time.

Thanks/Congrats:

1. It was so kind of you to invite me to stay with you.
2. I am writing to thank you for your hospitality.
3. Congratulations on passing your exams!

NGƯỜI LẠ:

Mở đầu mỗi ý (dùng chung)

1. First of all, regarding [N.],...
2. Furthermore, concerning [N.],...
3. Finally, I would appreciate it if you could...

Phàn nàn:

1. I was/am [**not satisfied/disappointed**] with [N.].
2. I was/am shocked to see that [S + V2/0].
3. Such a level of service is not acceptable, and I am very disappointed.
4. I am not going to ask for a fund. I just would like you to improve your service.

Cung cấp thông tin:

1. I would like to inform you that ...; I would also like to let you know that ...
2. {3} check the attached file for further details.
3. I hope the information above is helpful and clarify your concerns.
4. We appreciate your time and understanding in this matter

Xin lỗi:

1. I regret to say that ...; I am extremely sorry for ...; This was because ...
2. I can assure you that this issue will not happen again.
3. We hope that the refund will restore your confidence in us.

Xin việc:

1. I feel I would be suitable for this situation because ...
2. I am a fast learner and can adapt quickly to new environments.
3. I have [...] years of experience working as a [**tên việc**], which has given me valuable insight into the field.
4. Please find my CV attached. I am available for an interview at any time.