Formal vs Informal English

**Make these sentences more formal**

Informal: I want to tell you

Formal: I would like to inform you

Informal: I am sorry to tell you that

Formal: I apologize to inform

Informal: See you next week

Formal: I look forward to

Informal: Could you

Formal: would you , I was wondering

Informal: Get back to me ASAP

Formal: reply to me

Informal: Sorry I can’t make it to the meeting

Formal: I apologize, I am unable to attend the meeting.

Informal: Your team member is making trouble

Formal: making mistake , having issue

Informal: Write back soon

Formal: respond

Informal: I’m sorry for what happened

Apology for what has occurred

Informal: you can ask any question at any time

Formal: contact me

Informal