

Lesson 5. Phrase bank. Giving information

	Neutral	Formal
Salutation	<ul style="list-style-type: none"> • Hi team, • Hi [Name], • Hello [Name], • Dear [Name], 	<ul style="list-style-type: none"> • Dear colleagues, • Dear Mr. Jones, • Dear team,
Reference to the previous content	<ul style="list-style-type: none"> • Regarding your request / email, ... • In answer to your email about the current situation with... • Concerning your question about ... 	<ul style="list-style-type: none"> • I am writing with regard to ... • I am writing in connection with your inquiry about ... • With reference to your last email regarding ... • Following your email of (date), ... Regarding your email of (date), ...
Giving information	<ul style="list-style-type: none"> • We successfully completed ... and currently we are preparing to/for... • The project is going well, but there are still some minor issues with... • The problem with ... is caused by ... • At the moment, we are looking into it and we expect it to be resolved by... 	
Attachments	<ul style="list-style-type: none"> • I've attached ... • Please have a look at the attached file. • Please find ... in the attachment. • I'm sending ... as a pdf file/as an attachment. I am attaching/have attached 	<ul style="list-style-type: none"> • Attached, please find my resume and references. • You will find a sample contract attached.
Further Inquiries	<ul style="list-style-type: none"> • I hope that this answers your question. Please let me know if you need 	<ul style="list-style-type: none"> • If you require any further assistance, please do not hesitate

	<p>any further information.</p> <ul style="list-style-type: none"> • If you have any questions, feel free to get back to me. • Give me a call if you need anything else. 	<p>to contact me on my mobile or via Skype.</p> <ul style="list-style-type: none"> • Should you have any further inquiries, do not hesitate to contact me.
Complimentary closing	<ul style="list-style-type: none"> • Best, • Thanks, • Best wishes, • Regards, • Best regards, 	<ul style="list-style-type: none"> • Best regards, • Sincerely yours, • Yours faithfully, (<i>very formal</i>)