

Look at the pictures and write sentences appropriate a formal business letter .



1 I am writing to inform you that your request for funding has been rejected.



2 I am writing in reference to \_\_\_\_\_



3 I am writing to confirm \_\_\_\_\_



4 I am writing to confirm \_\_\_\_\_



5 I am writing to let you know about \_\_\_\_\_



6 I'm writing to complain about \_\_\_\_\_



7 I'm sorry to inform you that \_\_\_\_\_

8 I'm happy to inform you that \_\_\_\_\_



9 I'm writing to request \_\_\_\_\_

10 I am writing to thank you for \_\_\_\_\_