Emails :

With reference………………………to your enquiry I would like to inform you that……………………

As far as your order is concerned………………………….I have no doubts that it ……………………

Following…………………………………our telephone conversation I would like to ensure you that

I am writing to let…………………………………you know about

I just wanted to drop………………………………..a line concerning ……………………………….

In the event……………………………………….of any questions…………………………………..

We regret……………………………to inform you that your transport came to a standstill

I will be grateful………………………………………………if you could……………………………

I was wondering………………….if you could confirm

It is noteworthy……………………………………………to…………………………………….

Just a quick n……………………………to fill you in on the latest situation

You will find the info a……………………………..

It is our i……………………………………….to tighten relations with your company

We will release blockade p……………………………….that you settle overdue amount

I will l………………………into that case and get back to you soon

Complaints responses:

I will take immediate s……………………………………….to resolve that matter

I will be more than g………………………………..to assist you in……………………………………….

I will m………………………………sure that this issue is handled

To a…………………………………..similar situation in the future we will

Please accept my a………………………………..regarding

I am t……………………………..sorry for that ……………………………………………..

Complaint

I would a…………………………………….. it if you accelerate………………………….

I would like to express my d………………………………..with the quality of

We require that transport u…………………………………….

We demand immediate r………………………………………due to unsatisfactory quality

To make matters w…………………………………your pipe was contaminated

U……………………………you tackle that issue we will be compelled to change supplier