



## BUSINESS CORRESPONDENCE

be more confident and express yourself more clearly

### PREVIOUS CONTACT

### ASKING FOR INFORMATION

Thank you for your email of ...

Could you give me some information about ...?

Further to your last email ...

We should appreciate further details ...

Thank you for your enquiry of ...

Please send us full/further details/information about ...

In reply to your enquiry of ...

I am interested in finding out/receiving ...

I apologise for not getting in contact with you before now

I would like to know ...

### REASON FOR WRITING

### REQUESTS

I am writing in connection with ...

I would be grateful if you could ...

I am writing with regard to ...

I wonder if you could ...

Your name was given to me by ...

Thank you in advance for your help in this matter

With reference to ...

Please let us know ...

You have been recommended to us by ...

Could you possibly ...?

As we have learned from ... you are ...

We saw your advertisement in the current issue of ...

### GIVING INFORMATION

I am writing to let you know that ...

### ATTACHMENTS

We are sorry to have to inform you that ...

Please find attached ...

We regret to inform you that ...

I'm sending you ... as a pdf file

I am delighted to tell you that ...

I have attached ...

We are able to confirm that ...