

# USEFUL PHRASES FOR WRITING FORMAL LETTERS

## WRITING FORMAL LETTERS TO COMPLAIN:

### Reason for writing:

- I am writing in order to complain about
- I am writing to complain about

### Introducing the complaint:

- Firstly
- In the first place
- First of all
- My first complaint is
- The first problem is
- The first thing I would like to draw your attention to is
- My first concern is



### Introducing further complaints:

- Secondly
- In the second place
- Not only ...but also
- In addition
- In addition to this
- Added to this
- ... was also unacceptable

### Demanding action:

- I suggest that you replace the item
- I therefore suggest that I be given a full refund
- I would be grateful if my money was refunded
- I would be grateful if you could give me a full refund

### Ending the letter:

- I look forward to hearing from you
- I look forward to receiving a full refund
- I look forward to receiving a replacement
- I look forward to receiving your explanation

# Full Writing English Business Letters Useful Phrases

**SB Merriam**



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