

FORMAL AND INFORMAL LETTERS

	FORMAL	INFORMAL
Name	Dear Mr/Mrs/Ms Dupuis Dear Mary	Hi/Hello Mary Mary,....(or no name at all)
Previous contact	Thank you for your e-mail of... Further to your last e-mail,.... I apologise for not getting in contact with you before now.	Thanks for your e-mail. Re your e-mail,.... Sorry, I haven't written for ages, but I've been really busy.
Reason for writing	I am writing in connection with... I am writing with regard to... In reply to your e-mail, here are... Your name was given to me by... We would like to point out that...	Just a short note about... I'm writing about... Here's the...you wanted. I got your name from... Please note that...
Giving information	I'm writing to let you know that... We are able to confirm that... I am delighted to tell you that... We regret to inform you that...	Just a note to say... We can confirm that... Good news! Unfortunately,....
Attachments	Please find attached my report. I'm sending you ... as a pdf file.	I've attached... Here is the...you wanted.
Asking for information	Could you give me some information about... I would like to know... I'm interested in receiving/finding out...	Can you tell me a little more about... I'd like to know... Please send me...

How To Write Formal And Informal Letters

K Morrison



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