

# FORMAL AND INFORMAL LETTERS

	FORMAL	INFORMAL
<b>Name</b>	Dear Mr/Mrs/Ms Dupuis Dear Mary	Hi/Hello Mary Mary,....(or no name at all)
<b>Previous contact</b>	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.
<b>Reason for writing</b>	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...
<b>Giving information</b>	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,....
<b>Attachments</b>	Please find attached my report. I'm sending you ... as a pdf file.	I've attached... Here is the...you wanted.
<b>Asking for information</b>	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...

# Formal And Informal Letters

**Thomas Griffiths**



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## **Table of Contents Formal And Informal Letters**

1. Understanding the eBook Formal And Informal Letters
  - The Rise of Digital Reading Formal And Informal Letters
  - Advantages of eBooks Over Traditional Books
2. Identifying Formal And Informal Letters
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Formal And Informal Letters
  - User-Friendly Interface
4. Exploring eBook Recommendations from Formal And Informal Letters
  - Personalized Recommendations
  - Formal And Informal Letters User Reviews and Ratings
  - Formal And Informal Letters and Bestseller Lists
5. Accessing Formal And Informal Letters Free and Paid eBooks
  - Formal And Informal Letters Public Domain eBooks
  - Formal And Informal Letters eBook Subscription Services
  - Formal And Informal Letters Budget-Friendly Options
6. Navigating Formal And Informal Letters eBook Formats

- ePub, PDF, MOBI, and More
  - Formal And Informal Letters Compatibility with Devices
  - Formal And Informal Letters Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Formal And Informal Letters
    - Highlighting and Note-Taking Formal And Informal Letters
    - Interactive Elements Formal And Informal Letters
  8. Staying Engaged with Formal And Informal Letters
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Formal And Informal Letters
  9. Balancing eBooks and Physical Books Formal And Informal Letters
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Formal And Informal Letters
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Formal And Informal Letters
    - Setting Reading Goals Formal And Informal Letters
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Formal And Informal Letters
    - Fact-Checking eBook Content of Formal And Informal Letters
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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