

Writing emails useful expressions

Opening (informal)

- Hi! It was great to hear from you!
- Thanks for the email you sent .
- How's everything going?

The reason for writing

- I'm writing to thank you for your help.
- I'm writing to tell you about my new job.
- You asked for my help with your boss. So...
- I am writing to enquire about the Irish Coast Tours.
- With regard to your email asking for information about
- I am writing to ask for more information about ...

Reference to future contact

- I look forward to meeting you in June.
- Let me know if you need anything else.
- We'll talk about it when you come down to London.
- It'll be great to see you again next month.
- Give me a call as soon as you get this email.

Closing salutation (informal)

- Write soon and take care .
- All the best .
- Lots of love.
- Bye for now.

Expressing your feelings (informal)

- It made me feel so bad when I heard you'd lost your job!
- I was shocked when I found out you had resigned.
- That's wonderful news! I'm so happy for you!
- I'm sorry you're having such a hard time at the moment.

Giving advice (informal)

- If I were you I would not bother so much.
- Have you thought about giving up smoking?
- You really should do something about your son.
- I suggest going on a diet as soon as you can. Why don't you take up yoga?

Arranging to meet

(informal)

- Will Saturday be ok?
- Shall we make it on Sunday?
- Saturday is good for me.

Applying for a job

- I am writing to apply for the position of Store Manager as advertised in 'The Job Magazine'.
- I would like to submit my application for the position of
- I have been working for AGFT Ltd. Since 2003.
- I am skilled with most computer programmes.
- Please find enclosed a copy of my CV for further details.
- I will be available for interview at any time in June.
- If you have any questions, please do not hesitate to contact me.

Linking words

- Although I am a keen golf player, I do not have much experience.
- In addition to this I need to have information about ...
- Because of this, I will have to contact my lawyer.
- I sent you three emails. However, you have not taken any action yet.

Enquiring/asking for information

- I was wondering how long you have had your car.
- Would it be it to tell me if you sell Italian furniture?
- I need to find out where the group is meeting.
- I would appreciate if you could send me this information as soon as possible.

Complaining

- the quality of the meals did not meet my expectations.
- I feel I am entitled to a refund of 80% of the amount I paid.
- To make matters worse, they did not listen to me.
- I hope that I will not be forced to take a further action. I hope the matter will be resolved by the end of the month.