

## Letter: **giving information**

### *Opening remarks:*

I am writing in response to your letter requesting information on ...

I am writing in reply to your letter asking for information on ...

### *Closing remarks:*

Do not hesitate to contact me should you require further assistance.

I hope you find this useful ...

### *Useful phrases:*

Please find enclosed a ...

Regarding your request for ...

In response to your enquiry about ...

May I bring to your attention ...

The following information may be of use to you ...

This information should be useful to you ...

## Letter: **asking for information**

### *Useful phrases:*

What information do you hold on ...

Could you also provide details of ...

I would also like to know ...

In addition, could you tell me ...

## Letter: **apologizing**

### *Opening remarks:*

I am writing to offer my sincere apologies regarding ...

I am writing to apologise for ...

### *Closing remarks:*

Once again, please accept our sincerest apologies ...

Please accept my apology ...

### *Useful phrases:*

I apologise for ...

It happened because ...

I am to blame for ...

It was not my intention to ...

## Letter of **application**

I am writing to apply for the position of ...

I look forward to hearing from you.

## Letter of **complaint:**

I am writing to draw your attention to ...

I hope that this matter can be resolved ...