

Language for Letters

IELTS Writing –General Training Task 1

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Good Opening Lines:

I am writing with regard to

I am writing to enquire about ...

I am writing to inform you that...

I am writing to bring to your attention some issues with...

With reference to your letter of 8 June, I ...

Thank you for your letter of 8 May.

Thank you for your letter regarding ...

Thank you for your letter/e-mail about ...

In reply to your letter of 8 May, ...

After having seen your advertisement in ... , I would like ...

After having received your address from ... , I ...

I received your address from ... and would like ...

We/I recently wrote to you about ...

Letter Closings

Why do we need a closing line in a business letter or email?

- to repeat an apology or thanking
- to make a reference to a future event (e.g. an anticipated reply or meeting)
- to offer help

Good Closing Lines:

Thank you for your kindness and consideration.

Thank you for your time.

Thank you for your attention to the request.

Thank you for your help.

Once again, I apologise for any inconvenience.

I apologize for the inconvenience.

We hope that we may continue to rely on your valued custom.
We look forward to a successful working relationship in the future.

I would appreciate your immediate attention to this matter.
I appreciate your swift handling of this problem.

I look forward to your reply.
I look forward to hearing from you.
I look forward to seeing you.
Please advise as necessary.
I look forward to seeing you again.
I am looking forward to your reply.
I look forward to receiving your [kind answer/reply/response].

Write back soon.
Write back and tell me about yourself soon.
Please write back as soon as you can [and tell me what you think/what you want to do].

Hope to see you and your family soon.
I hope we can find the time to see each other soon.
Take care and say hi to [everyone/your husband/your family]

If you require any further information, feel free to contact me.
Should you need any further information, please do not hesitate to contact me.
Please feel free to contact for further information.

My deepest sympathies are with you and your family.