

Writing Formal Emails

Task 1 :

Indicate which endings are appropriate or not.

1. Which phrases are an appropriate way to end a formal email? (Three are not.)
 - a) Yours truly,
 - b) With best regards,
 - c) For your information,
 - d) Yours sincerely,
 - e) For Attention Of:
 - f) Best wishes,
 - g) To Whom It May Concern:
 - h) Yours faithfully,
 - i) With many thanks and best wishes,

Task 2 :

Complete the emails with the sentences.

I look forward to meeting you / I look forward
to receiving your application / We look
forward to working with you / I look forward
to hearing from you soon

1. Dear Mr Cruz,
Please find enclosed an application form for the post of Teacher of History. _____
_____ for this job. The deadline is March 24.
Yours sincerely,
J Ko, School Administrator

2. Hello Hiroshi,
I can phone you on Thursday at 10:30 am. Can you let me know if that is convenient, please? _____
_____.
Regards, Jack

3. Dear Mrs Kapusta, I am writing to confirm our appointment in my office on Tuesday January 28.
Please report to Reception when you arrive, and they will direct you to my office. I hope you have a safe journey here, and _____
on Tuesday.
With best wishes, Tony Donizetti

4. Dear Jackie,
Congratulations on getting the job. My team in the International Office and I would like to welcome you to Bakewell University. I am sure you will enjoy your new role.
_____.
Best wishes,
Ewa
Ewa Jones – Director, International Office – Bakewell University

Useful Expressions for Writing Formal Emails

1. Expressing Appreciation and Gratitude

1. Thank you for your prompt response,
2. Your hard work and dedication are truly commendable,
3. I appreciate your valuable insights on [topic],
4. Many thanks for your continuous support,
5. I am grateful for the opportunity to collaborate with you.

2. Making Requests and Inquiries

3. Would you be able to assist with [request]?
4. I kindly request your expertise on [subject line],
5. May I inquire about [topic]?
6. I would be grateful if you could provide more further details about [subject],
7. If possible, could you please send me [information]?

3. Providing Information and Updates

1. I would like to update you on the progress of [project],
2. Please find attached the report detailing [topic],
3. Allow me to share some exciting news about [development],
4. Here's a summary of the key points discussed during the meeting,
5. Feel free to reach out if you require any further information.

4. Closing and Signatures

1. Best regards,
2. Sincerely,
3. Looking forward to your response,
4. Warmest regards.