# INFORMAL LETTER

Beginning and ending Dear David + Kind regards

Good morning Tom + Warm/Best regards

Reason for writing I am sending this message to apologize/ask about/say thanks for / complain about...

Answering your message, let me tell you that ...

As we spoke agreed in our call, here you have... I have to tell you that...

Mr. Thomson gave me your name so that ...

The background

As you probably know, our company is...

I suppose you remember that 3 weeks ago we...

The result That is why we had to...

Because of that ...

The next step

Now, it is necessary to ...

I think we should ...

I would need you to...

To fix this, you would have to...

Further You can contact me if you need more help/information communication Hope to hear from you

Signing off

Many thanks for your message.

Let me say sorry again for...

I hope this solution is OK for you.

# **Good Writing An Informal Manual Of Style**

**Theodore M. Bernstein** 

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