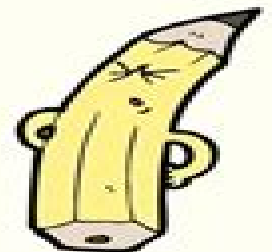


# INFORMAL LETTER

<b>Beginning and ending</b>	<i>Dear David + Kind regards</i> <i>Good morning Tom + Warm/ Best regards</i>
<b>Reason for writing</b>	<i>I am sending this message to apologize/ ask about/ say thanks for / complain about...</i> <i>Answering your message, let me tell you that...</i> <i>As we spoke/ agreed in our call, here you have.../ I have to tell you that...</i> <i>Mr. Thomson gave me your name so that...</i>
<b>The background</b>	<i>As you probably know, our company is...</i> <i>I suppose you remember that 3 weeks ago we...</i>
<b>The result</b>	<i>That is why we had to...</i> <i>Because of that...</i> <i>The next step</i> <i>Now, it is necessary to...</i> <i>I think we should...</i> <i>I would need you to...</i> <i>To fix this, you would have to...</i>
<b>Further communication</b>	<i>You can contact me if you need more help/ information</i> <i>Hope to hear from you</i>
<b>Signing off</b>	<i>Many thanks for your message.</i> <i>Let me say sorry again for...</i> <i>I hope this solution is OK for you.</i>



# Good Writing An Informal Manual Of Style



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