



More useful phrases for business emails and letters

Here are some more business email and letter phrases. In this list we look at how to make requests, complain, apologise and give bad news.

The examples in the left column are **more formal**. The right-hand column shows the **less formal** equivalent.

When we make a request:

[more formal]

I would appreciate (it) if you could

[less formal]

Could you please ... ?

When we agree to a request someone has made:

[more formal]

I would be delighted to

(delighted means very happy)

[less formal]

I will be happy to

When apologising:

[more formal]

I apologise for the delay in replying.

I/We apologise for the inconvenience.

I/We apologise for any inconvenience caused.

Please accept our/my sincere apologies.

[less formal]

Sorry for the delay in replying.

Sorry for the inconvenience.

Sorry for any trouble caused.

I/We are very sorry

When giving bad news:

[more formal]

I/We regret that

I/We regret to inform you that

I am afraid that I must inform you of that

[less formal]

Unfortunately

I am sorry to have to tell you that

I am sorry to have to tell you that

When complaining:

(The following phrases may be used as the opening line of the letter or email.)

[more formal]

[less formal]

Phrases To Use In Business Letters And Emails

Bruce A. Hird



Phrases To Use In Business Letters And Emails:

Perfect Phrases for Business Letters Ken O'Quinn, 2005-12-14 Whether it's writing a proposal motivating employees or reaching out to customers the Perfect Phrases series has the tools you need for precise effective communication Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand this invaluable series provides The best techniques to communicate messages and goals in business letters and proposals Tips for bringing out the best in every employee in every business Dialogues and scripts to practice interactions with customers or employees tailorable to any industry or company culture Phrases for each step of the sales process *Business Letter and E-mail Writing: An Indexed Handbook* Bruce A. Hird, 2019-05-16 This book is a collection of nearly 250 shortened or adapted business letters that were actually emailed faxed or posted While the letters vary in complexity and length all samples are comprised of straightforward sentences that upper intermediate readers of English as a second language should have no difficulty understanding and using The book should also be useful for native English speakers seeking a fundamental approach to written business communication and for teachers in need of business writing source material and exercises The book is divided into three parts Part 1 Letter samples and answers to the exercises usually letter revisions Part 2 Exercises original letters situational assignments and sequencing assignments Part 3 Hotel and travel matters **Model Business Letters, Emails and Other Business Documents** Shirley Taylor, 2015-09-25 For anyone who wants to communicate effectively in business this is your complete reference guide for any form of written communication Packed with over 500 sample documents over 100 tips for better business writing and useful templates you can apply to your writing immediately Model Business Letters will help you put the key rules of good business writing into action **Words: A User's Guide** Graham Pointon, Stewart Clark, 2014-06-03 Words A User's Guide is an accessible and invaluable reference that is ideal for students business people and advanced learners of English The book is structured in groups of words that may be confused because they sound alike look alike or seem to have similar meanings and this approach makes it much more intuitive and easy to use than a dictionary Contrasting over 5000 words such as habitable and inhabitable precipitation and rainfall reigns and reins Words a User's Guide provides examples of usage adapted from large national databases of contemporary English and illustrates each headword in typical contexts and phrases This book gives you straightforward answers and helps with pronunciation spelling style and levels of formality For those working internationally it presents international standards and compares usage in Britain and the USA Words A User's Guide is an excellent resource for anyone who wants to communicate well in written and spoken English At last A book about the use of words that clarifies and demystifies in an eminently usable way I would recommend it to anyone who wants to write well It is a book to keep Sandy Gilkes Head of the Centre for Academic Practice University of Northampton Rigorous fresh intriguing and downright useful it deserves a place on every properly stocked reference shelf Brian Cathcart Professor of Journalism Kingston University From the pedantic to the

permissive everyone who s interested in the English language and the way we speak and write it will want a copy of this practical entertaining book Wynford Hicks author of Quite Literally and The Basics of English Usage **Business Correspondence ...** ,1911 **Complete Book of Model Business Letters** Martha W. Cresci,1976 Book of model business letters *Practical Letter Writing* Henry Thomas Loomis,1908 Classified Guide to Modern Business Books H. G. T. Cannons,1917 **Typothetae Bulletin** ,1920 Issues for 1918 1940 include the Proceedings of the annual convention of the United Typothetae of America The American Printer ,1917 The Credit Jeweler ,1928 *The Student's Journal* ,1916 **The Santa Fe Magazine** ,1925 *The Commercial and Financial Chronicle* ,1901 *Email and Commercial Correspondence* Adrian Wallwork,2014-06-19 If you write emails and letters as part of your work then this book is for you By applying the suggested guidelines you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible Some of the key guidelines covered include Write meaningful subject lines otherwise recipients may not even open your mail Always put the most important point in the first line otherwise the reader may not read it Be concise and only mention what is truly relevant Write the minimum amount possible you will also make fewer mistakes Be a little too formal than too informal you don t want to offend anyone If you have two long important things to say say them in separate emails Give clear instructions and reasonable deadlines If you need people to cooperate with you it is essential to highlight the benefits for them of cooperating with you Empathize with your recipient s busy workload Never translate typical phrases literally learn equivalent phrases The book concludes with a chapter of useful phrases There is also a brief introduction for trainers on how to teach Business Commercial English Telegraph and Telephone Age ,1911 **The Mailbag** Timothy Burr Thrift,1921 **The Literary Digest** Edward Jewitt Wheeler,Isaac Kaufman Funk,William Seaver Woods,Arthur Stimson Draper,Wilfred John Funk,1917 *Business* ,1924 **Popular Science Monthly and World's Advance** ,1916

Decoding **Phrases To Use In Business Letters And Emails**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Phrases To Use In Business Letters And Emails**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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