

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 communication

You can contact me if you need more help/ information

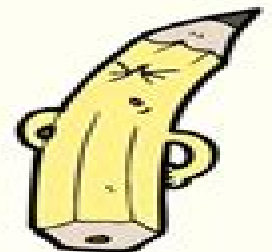
Hope to hear from you

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

Mark Steyvers



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