

# 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*

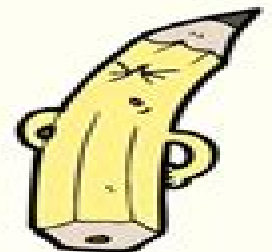
*Hope to hear from you*

## 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

**Katrin Zwirgmaier**



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

Discover tales of courage and bravery in Crafted by is empowering ebook, Unleash Courage in **Good Writing An Informal Manual Of Style** . In a downloadable PDF format ( \*), this collection inspires and motivates. Download now to witness the indomitable spirit of those who dared to be brave.

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