**Stock Phrases for a Formal Letter:**

**Opening**

I am writing to...

... inquire about
... apologize for
... confirm
... comment on
... apply for

**Requesting**

Could you possibly?
I would be grateful if you could

**Agreeing to Requests**

I would be delighted to

**Giving Good News:**

I am happy to inform you that

I am pleased to inform you that

**Giving Bad News**

Unfortunately
I am afraid that

**Enclosing Documents**

I am enclosing
Please find enclosed
Enclosed you will find

**Closing Remarks**

Thank you for your help

Please contact us again if we can help in any way.
Please contact us immediately …

if there are any problems.

if you have any questions.

**Reference to Future Contact**

I look forward to ...
hearing from you soon.
meeting you next Tuesday.
seeing you next Thursday.

**The Finish**

Yours faithfully, (If you don't know the name of the person you're writing to)

Yours sincerely, (If you know the name of the person you're writing to)

Best wishes,

Best regards, (If the person is a close business contact or friend)