

CHEAT SHEET · WRITING TO SOMEONE YOU DON'T KNOW?

7 phrases for a formal email.

The same message, informal and formal. Use the formal one for a company, a manager or anyone you have never met. In order, from the first line to the sign-off.

- 1 I am writing to**
= your first line: say why you are writing
ALSO TRY I am writing in response to

INFORMAL
Hi! Just wanted to ask about the course.

FORMAL
I am writing to enquire about the course.

- 2 I would be grateful if you could**
= asks for something politely
ALSO TRY Could you possibly

INFORMAL
Can you send me the timetable?

FORMAL
I would be grateful if you could send me the timetable.

- 3 I was wondering whether**
= asks a question softly
ALSO TRY Could you tell me whether

INFORMAL
Is there parking near the venue?

FORMAL
I was wondering whether there is parking near the venue.

- 4 Unfortunately,**
= gives bad news or complains, calmly
ALSO TRY I regret to say that · I am afraid that

INFORMAL
The room was really dirty, which was awful.

FORMAL
Unfortunately, the room had not been cleaned before we arrived.

- 5 Please find attached**
= points to a file you are sending
ALSO TRY I have attached · I enclose (in a letter)

INFORMAL
Here's my CV.

FORMAL
Please find attached my CV.

- 6 I look forward to hearing from you**
= your last line (hearing, not hear)
ALSO TRY I look forward to your reply

INFORMAL
Write back soon!

FORMAL
I look forward to hearing from you .

- 7 Yours sincerely,**
= signs off after Dear + a name
ALSO TRY Yours faithfully (after Dear Sir or Madam)

INFORMAL
Bye for now, Anna

FORMAL
Yours sincerely, Anna Petrou

NEXT STEP

Write one in a B2 mock.

Mock 1 of every exam is free, and your first piece of writing is marked in minutes.



app.certifyboost.com