

FORMAL LANGUAGE

"I'm sorry I haven't written for so long."

1. Please accept my apologies for not answering your letter.
2. I would like to apologize for the delay in responding to your letter.
3. I should like to take this opportunity to apologize for delaying my answer.
4. I sincerely apologize for the delay in replying to your correspondence.
5. I wish to apologize for not being more prompt to the answering of your letter.

"Write back soon."

1. We should appreciate a prompt reply.
2. We should appreciate having your reply at early convenience.
3. A prompt reply would be appreciated.
4. Please send us a reply {at your earliest convenience|as early as possible}.
5. Will you kindly let us have an early reply.
6. It will be a pleasure to have an immediate reply from you.
7. {Awaiting|In anticipation of} your reply, I remain ...

"I want to know ..."

1. I shall be grateful if you inform me {about|of}...
2. Please advise me of...
3. I should like to know...
4. Will you {please|kindly} let me know...
5. I should like certain information about...
6. I shall appreciate any information you can possibly supply me with.
7. {Can you please|Will you kindly|Would you be so kind as to} {provide|furnish|supply} me with information {about|on|concerning|regarding}...
8. I should be much obliged if you would give me some information concerning...
9. Would you be able to inform me {about|of}...

"Thanks for your letter."

1. Thank you for sending me a letter.
2. It is so kind of you to send me a letter.
3. I am grateful to you for sending me a letter.
4. I am much obliged to you for sending me your letter.
5. I wish to thank you most sincerely for your kind letter of (date).
6. We thank you very much for your kind letter of (date).
7. Many thanks for your letter of (date).
8. I am most grateful to you for sending me a letter ...

"You've asked for it - we did it."

1. We are very happy to comply with your request.
2. We are pleased to have met your request.
3. We have certainly found it a great pleasure to comply with your request.
4. In response to your request, we are happy to inform you that the matters have been settled.
5. In accordance with your request we have arranged ...
6. Everything has been settled according to your request.
7. As requested by you we have provided ...

"Can you take a look at ...?"

1. May I ask you for your {attention|consideration} to...
2. I kindly ask you to {attend|consider} to...
3. I would like very much to have your full {attention|consideration} to...
4. I would greatly appreciate your {attention|consideration} to...
5. You will oblige if you give your {attention|consideration} to...
6. Whatever {attention|consideration} you can possibly give to...I shall be grateful to you.
7. Would you be willing to lend your {attention|consideration} to...
8. Will you kindly take into consideration (my request)...
9. Kindly give this matter your {attention|consideration} and you will oblige.
10. Please give due {attention|consideration} to (my request).

"I'm sorry to tell you this ..."

1. I very much regret to inform you that...
2. It is with {great|deep} regret that...
3. Please convey my deep regret to...
4. I am sorry to {inform you|announce|say|...} that...
5. I {must|wish to} express my regret for [gerund|noun]...
6. I must inform you with regret that...

"Help me, please."

1. May I approach you with a request to help me ...
2. I wonder|I would be happy|I should be grateful if you could help me ...
3. I shall appreciate any kind of help|advice that you can {render|offer} me.
4. Would you be so kind as to help me...
5. May I rely on you for {help|advice} in case of ...
6. I am in great need of your {help|advice}.
7. If there is any way in which you may help I shall appreciate it immensely.
8. I should like very much to make use of your {help|advice}.
9. Your {help|advice} would be most highly appreciated.
10. Could you give me your advice in this matter.
11. Could you lend me your help in this matter.

"Come visit us"

1. We have the pleasure of extending to you an invitation to [event] to be held in [place] at [time] on [date].
2. We are giving a dinner [place] on [date] at [time] and shall be pleased if you will favour us with your presence.
3. It is a great pleasure to extend to you an invitation to...
4. (May) we have the pleasure {of inviting|to invite} you to...
5. (May) we {cordially|sincerely} invite you to...
6. It is a great {pleasure|privilege} and honour to invite you to ...
7. It would be very much appreciated if you could accept our invitation to ...

"Sorry I can't make it"

1. I very much regret that I have to decline your invitation owing to ... (the reason).
2. It is with great regret that I have to decline your invitation to ... (the event).
3. I am (awfully) sorry that {I have|I am obliged} to decline your invitation to ... (the event).
4. {I am very sorry|I regret very much} to inform you that I am not able to accept your invitation to ... (the event) as I have ... (the reason).
5. I must apologize to you for having to decline your invitation to ... (the event) because of ... (the reason).
6. It is a great pity that I am unable to attend ... (the event) due to ... (the reason).

"You did it!"

1. May I congratulate you {on|on the occasion of} ...
2. I heartily congratulate you on...
3. It is with great pleasure I write to congratulate you on...
4. Please (kindly) accept my most cordial and warmest congratulations {on|on the occasion of} ...
5. On behalf of... I wish to {extend|convey} to you my sincerest congratulations on...

"I can't wait to see you"

1. I hope that I shall have the pleasure of seeing you soon.
2. I hope to see you soon.
3. I am looking forward to seeing you in a short time.
4. I look forward to the opportunity of seeing you soon.
5. I look forward to the possibility of seeing you at your earliest convenience.
6. I look forward to the pleasure of seeing you soon.

"Sorry for your loss"

1. I am deeply grieved by the sad news of ...'s death. Please accept my sincere condolences.
2. I am writing immediately to {express|convey|extend} my sincere condolences in your bereavement.
3. I would like to {express|convey|extend} my deep sympathy with you in the loss of your...
4. I simply cannot find words enough in which to express to you my profound sympathy.
5. Please accept the expression of my deepest sympathy.
6. I wish to express my deepest heartfelt condolences to you on the passing of ...

"Wishing you all the best"

1. With all best {wishes|regards}.
2. With {kind|kindest} regards.
3. With every good wishes and warm regards.
4. With my cordial good wishes.
5. I extend my best wishes to you.

"Can we meet...?"

1. I wish to ask you for an appointment for [time, date].
2. May I ask you to arrange an appointment for me ...
3. I would be very grateful if you would be willing to receive me at [time, date].
4. I would be grateful if you would be willing to share some time with me.

"I'm here to help"

1. {I am happy|I am pleased|It gives me great pleasure} that I can {offer|render} you this help.
2. If I can be of any further help please do not hesitate {to write to me|to approach me|to let me know} at once.
3. If you require further information..., I shall be of this small help to you.
4. I am glad that I can {help|advice} you in this matter.
5. {I trust this|I am glad that my} advice is of (great) help to you.
6. If you wish to take my advice concerning..., you should...

"I'm glad you told me"

1. Thank you very much for the information on...
2. I appreciate very much the information you have forwarded to me.
3. I wish to thank you for (supplying me with) the information...
5. I am grateful to you for letting me know {about|that} ...
6. It is very kind of you to inform me...

"I want to ask ..."

1. I am writing to inquire if...
2. {I wish|I should like} to inquire about...
3. May I inquire {why|for what reason|for what purpose|...} you...
4. May I approach you with an inquiry...
5. I wish to make some inquiries about...