

Emails

Topics	Formal	Informal
Introduction	Dear Mr / Mrs / Ms Smith	Hi / Hello Bob
Previous Contact	Thank you for your email of ... Further to your last email ...	Thanks for your email. Re your email ...
Reasons For Writing	I am writing with regard to ...	I'm writing about ...
Giving Information	I am writing to confirm that ...	We can confirm that ...
Attachments	Please find attached ...	I've attached...
Asking For Information	I'm interested in receiving	I'd like to know ...
Requests	I'd be grateful if you could ...	Please could you ...
Final Comments	Do not hesitate to contact us again if you require any further information.	Please give me a call if you have any questions Looking forward to (+- ing)
Close	I look forward to ... (+-ing) (Best) Regards	Speak to / See you soon

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Para utilizar la plantilla, recorta por la línea de puntos y deslízala bajo la tapa transparente de la alfombrilla.