

Language for Letters

IELTS Writing –General Training Task 1

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Letter Closings

Why do we need a closing line in a business letter or email?

- to make a reference to a future event
- to repeat an apology
- to offer help

10 Good Closing Lines:

If you require any further information, feel free to contact me.

I look forward to your reply.

I look forward to hearing from you.

I look forward to seeing you.

Please advise as necessary.

We look forward to a successful working relationship in the future.

Should you need any further information, please do not hesitate to contact me.

Once again, I apologise for any inconvenience.

We hope that we may continue to rely on your valued custom.

I would appreciate your immediate attention to this matter.

Other examples:

Formal:

Thank you for your kindness and consideration.

Thank you for your time.

Thank you for your attention to the request.

Thank you for your help.

I apologize for the inconvenience.

I look forward to seeing you again.

I am looking forward to your reply.

Please feel free to contact for further information.

My deepest sympathies are with you and your family.

I appreciate your swift handling of this problem.

I look forward to receiving your [kind answer/reply/response].

Informal:

Write back soon.

Write back and tell me about yourself soon.

Hope to see you and your family soon.

I hope we can find the time to see each other soon.

Please write back as soon as you can [and tell me what you think/what you want to do].

Take care and say hi to [everyone/your husband/your family]

Sample Letter Openings

10 Good Opening Lines:

With reference to your letter of 8 June, I ...

I am writing to enquire about ...

After having seen your advertisement in ... , I would like ...

After having received your address from ... , I ...

I received your address from ... and would like ...

We/I recently wrote to you about ...

Thank you for your letter of 8 May.

Thank you for your letter regarding ...

Thank you for your letter/e-mail about ...

In reply to your letter of 8 May, ...

When to use 'Yours faithfully' or 'Yours sincerely' in a business letter?

When the recipient's name is unknown to you:

Dear Sir ... Yours faithfully

Dear Madam ... Yours faithfully

Dear Sir or Madam ... Yours faithfully

When you know the recipient's name:

Dear Mr Hanson ... Yours sincerely

Dear Mrs Hanson ... Yours sincerely

Dear Miss Hanson ... Yours sincerely

Dear Ms Hanson ... Yours sincerely

When addressing a good friend or colleague:

Dear Jack ... Best wishes/Best regards