

EMAILING PHRASE BANK

Here you have this basic phrase bank to help you write your emails faster. Keep this list close to you and feel to check it whenever needed until you learn by heart the expressions and their use comes as natural speech to you.

	Formal	Informal
Name	Dear Mr./Mrs./Ms Dear Rachel Dear Sir/Madam	Hello/Hi Rachel Rachel, Hey/Howdy
Reply	Thank you for your email of (date) I am writing in response I apologize that I have not get in contact earlier	Thanks for your mail Re your email Sorry I've not written you back sooner
Subject of email	I am writing in connection with I am writing with regard to In reply to your email, here are I'd like to point out that I have your name due to	I'm writing about Just a quick note about Here are the.... you asked for Just to note that I got your name from
Information giving	I am writing to tell you that I regret to inform you that We are able to confirm that It is with pleasure that I inform you of	Just quickly Unfortunately We can tell you that Great news!
Asking	I would like some information about Could you tell me I would be interested in receiving	I'd like to know more about Can you tell me more about Please send me

Attachments	Please find my attached report	I've attached
	I have sent you as a PDF file	Here's the you asked for
	I have attached..	See attached
Requests	I would be grateful if	Please could you?
	I was wondering if you could	Can you?
	Thank you in advance for	I'd love it if you could
	Do you think I could have?	Can I have..?
Promised action	I will	I'll
	I will investigate the matter	I'll look into it
	I will contact you again	I'll talk to you again soon
Offer of help	Would you like me to?	Do you want me to?
	Let me know if you need me?	Let me know if you want me?
	If you wish, I could?	Shall I
Last word	Thank you for your time	Thanks for your help
	If you require any further information please don't hesitate to contact me, my direct line is	Let me know if I can help you further
	If you have any further questions, please don't hesitate to contact me.	Just call if you need anything else my number is
Close	I am looking forward to (+ ing)	Looking forward to (+ing)
	Regards	See you/All the best
	Best wishes	Speak to you soon/Cheers