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Email English

Informal	Formal
1. What do you need? ____	a) With regard to ... (or With reference to)
2. Thanks for the email of 12 Feb. ____	b) I can assure you that...
3. Sorry, I can't make it. ____	c) We note from our records that we do not have...
4. I'm sorry to tell you that... ____	d) Please let us know your requirements...
5. I promise... ____	e) I was wondering if you could ...
6. Could you ...? ____	f) We would like to remind you that ...
7. You haven't ... ____	g) I look forward to meeting you next week.
8. Don't forget ... ____	h) Thank you for your email received 12 February.
9. I need to ... ____	i) I am afraid I will not be able to attend.
10. Shall I ...? ____	j) Would you like me to ...?
11. But... / Also ... / So ... ____	k) I would be grateful if you could...
12. Please could you ...? ____	l) Please accept our apologies for ...
13. I'm sorry for ... ____	m) It is necessary for me to ...
14. Re ... ____	n) We regret to advise you that ...
15. See you next week. ____	o) However.../ In addition.../ Therefore...



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Function	Informal	Formal
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