

E-mail Template (mal)

E-mail contents

Dear xxxxx

Opening paragraph:

Introduce yourself and/or your organisation in a friendly but formal way

State the main purpose of your letter

Information:

Justify the main point giving background details and information, suggestions and proposals.

Closing paragraph:

Restate the purpose of the letter

If relevant, request action

Remind the reader how/where you can be contacted

Closing the letter

Yours faithfully - If to a firm (writing to a firm and not a named person)

Yours sincerely – If writing to a named person

Best wishes, Best regards, Kind regards, - if the person is known to you or has written this in his/her letter

Useful phrases for formal letters

We have seen information about you in

We have received your name from

We are organizing a seminar infor

We are hoping that you will consider

Our requirements are

There has been a significant rise in demand for

Kindly let us know

We would be grateful if

We would appreciateso that we can discuss

We are looking forward to hearing from you.

We would appreciate an immediate reply by...

We are looking forward to receiving this information and doing business with you.

Please find enclosed

Our representative, Kari Pettersen, will telephone you in the course of the next few weeks to make an appointment.

We can be contacted atyour language skills