

## List formalny

- **Dear Sir or Madam!**
- **Dear Mr Smith!**
  
- I am writing in response / in reply / with regard to your/the letter of (24<sup>th</sup> June).
- I am writing in response to the advertisement you placed in ("London News").
- **I am writing in connection with ....**
- **I am writing to you to enquire whether you would be interested in .....**
- I am writing to inform you of my decision to ....
- I should/would like to take this opportunity to inform you about ...
- **I am writing to complain about / to say that ...**
- **I am writing to express my dissatisfaction with** the services/accommodation provided by your company.
  
- I would like to apply for the position of ..... which I saw advertised in .....
- One of my reasons for applying is ....
- I have a reasonable command of (English and French).
- I have a good knowledge of ....
- I regret I have had no experience of (this kind of job).
- I would be happy/able to (attend an interview)(provide references).
- I am available to attend an interview .....
  
- Would it be possible (to contact you again)?
- I would also like to know ....
- **I would be grateful you could explain to me .....**
- I would appreciate it very much if you (sent me a brochure).
- Could you please let me know whether .....
- Please can you assure me that ....
  
- If you are unable to provide this kind of information, could you please advise us/me on where we could get it from?
- I should be grateful to learn that you are willing to offer me (your prompt explanation/help)
- If I do not get a satisfactory reply, I will have no alternative but to (take further steps).
- I would appreciate it if you would look into this matter at your earliest possible convenience with the view of refunding my expenses / providing appropriate compensation for the distress suffered.
- I would be glad if you could give this matter your immediate attention.
  
- If you need further references / information please do not hesitate to contact me.
- I hope you will consider my application.
  
- I may be contacted at the following address: .....
  
- **I enclose** (my C.V.) (a letter of recommendation).
  
- I hope to hear from you at your earliest convenience.
- I look forward to hearing from you (in the near future).
- **I look forward to your prompt reply.**
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- **Yours sincerely.** [jeśli w nagłówku jest nazwisko, np. Dear Mr Brown]
- **Yours faithfully.** [jeśli w nagłówku nie ma nazwiska, np. Dear Sir]

## List nieformalny

- Dear Sue,
- Hi, Mum!
- 
- Just a short note to let you know ...
- I thought I'd drop you a line because .....
- I'm writing because (I have just realized I still have your umbrella which you may be looking for).
- This is just a quick note to (wish you all the best for the year 2017).
- Thanks for your letter. I was delighted to hear that ....
- Thank you so much for your letter. It was great to hear from you (after all this time).
- You must be wondering what's happened to us all. Here's our news at the moment.
- I'm writing to apologize for ....
- I'm writing to thank you so much for .....
- ~~▪ I would like to send you my deepest sympathies on your sad loss. It came as a great shock to hear .....~~ (kondolencje)
- ~~▪ Thank you very much for your kind letter of sympathy. Your support means so much to me at this time.~~ (odpowiedź na kondolencje)
  
- Next time I write I'll send you (a photo).
  
- Let me know if there's anything else you'd like to know.
- Let me congratulate you on ....
  
  
- Lots of love.
- Best wishes.
- Cheers.
- All the best.
- Hugs and kisses.
- Goodbye for now. Hope to see you soon.
- Kindest regards.
- With thanks and best wishes from all of us.
- With much love to all of you.
- Well, that's all for now. Do write back soon.
- Looking forward to hearing from you.
- I'm really looking forward to seeing you again.