

Email Basics Phrase Bank

	Formal	Neutral
Name	Dear Mr / Mrs / Ms Fitzgerald Dear Janine	Hi Janine Janine
Previous contact	With reference to your email of {date} Thank you for your email of...	Re your last email. Thanks for your email.
Reason for writing	I am writing to inform you that ... I am writing in connection with ... In reply to your email, here is / are...	Just a short note to let you know that... I'm writing about... Here's the ... you wanted.
Requests	I would be grateful if you could... I wonder if you could...	Please / Can you...? Could you...?
Attachments	Please find attached my report. I'm sending you as a pdf file.	I've attached... I'm attaching ...
Offering help	If you wish, I would be happy to... Would you like me to..	If you like, I can... Do you want me to...
Final comments	Thank you for your assistance. Do not hesitate to contact me again if you need any further information.	Thanks for your help. If there's anything else, just let me know.
Close	I'm looking forward to our meeting. Yours sincerely	Speak to / See you soon. Best wishes