

# HOW TO WRITE FORMALLY IN ENGLISH WRITING BUSINESS E-MAILS AND PROFICIENCY TEST ESSAYS

## Academic Writing & Proficiency Test Essays

**When writing for proficiency tests (or other academic tests), you will be scored on the following 4 criteria:**

1. How well you address the topic.
2. How well you develop and support your ideas.
3. How well you organize the essay and connect your ideas.
4. Your command of the English language - grammatical accuracy, broad use of vocabulary, etc.

## Follow this outline while writing your essay

Paragraph 1 - Intro - state main idea  
Paragraph 2 - First piece of supporting evidence  
Paragraph 3 - Second piece of supporting evidence  
Paragraph 4 - Third piece of supporting evidence  
Paragraph 5 - Conclusion

## Business E-mails

If you want to see some examples of business e-mails, simply do a google search for the type of e-mail you are looking for!

Here is your “cheat sheet” to use while writing business e-mails :)

Common Expressions Used in Business E-mails

### Making an Announcement

Please be advised that...  
Please be aware that...  
Please note that...  
We are pleased to announce...  
We are proud to announce...  
Effective immediately...  
As of (date)...  
Due to recent events...  
As you know...  
We regret to announce...  
To better serve our customers...

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## Making a Request

I am writing to request...  
I am writing in reference to...  
I am writing to inquire about...  
I would appreciate it if you could...  
I was wondering if you could...  
Do you think you might be able...?  
I am interested in finding out more about...  
I would like to know if...  
Do you think you could...?  
Would you please...?  
Could you please send...?  
Could you please...?  
Can you please...?

## Following up on a Conversation

As per our discussion...  
Per our discussion.../In reference to our earlier conversation...  
This is to confirm that...  
As we discussed on (date)...  
Regarding our conversation on (date)...

## Apologizing

Please accept our apologies for...  
We would like to apologize for...  
We sincerely apologize for...  
I am deeply sorry for...  
I'm sorry, but...  
I'm afraid that...

## Extending an Invitation

We would like to cordially invite you to...  
You are cordially invited to attend...  
We would be delighted if you joined us...  
We would like to invite you to...  
You are invited to attend...  
Would you like to go...?  
Any chance you'd like to...?  
I'd like to invite you to...

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## **Congratulating Someone**

Congratulations on your...  
Congratulations on being...  
I was pleased to hear about...  
I was happy to hear about...

## **Reminding Someone**

Just a friendly reminder that...  
Just a quick note to remind you about...  
Just a brief reminder that...  
Have you had a chance to...?  
Just checking on the status of...

## **Delivering Bad News**

We are sorry to inform you...  
We regret to inform you...  
We regret to announce...  
Due to (reason) we are unable to...  
After consulting with...,  
After evaluating...  
Despite our best efforts,...

## **Responding after a Delay**

Please excuse the delay in responding to your last email...  
I apologize for the delayed response.  
Sorry for taking so long to get back to you.

## **Requesting Payment**

Our records show...  
According to our records...  
This is a reminder that...

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## Responding to a Complaint

Thanks for letting us know about...  
Thank you for informing us about...  
Thank you for sharing your experience with...  
Thank you for taking the time to write to us...  
Thank you for your email...  
We're sorry for any frustration this may have caused.  
We're sorry for any inconvenience this may have caused.  
We sincerely apologize for...

## Making an Announcement

If you have any questions, please contact me.  
If you have any questions, please let me know.  
If you have any questions or comments, please let me know.  
If you have any questions, please call us at...  
Feel free to contact us if you have any questions.  
Thanks for your understanding.  
Thank you for your patience and understanding.  
Thanks for your patience.  
Thanks for your cooperation.

## Making a Request

Thank you for giving this request your consideration.  
Thank you for your consideration.  
I look forward to your reply.  
I appreciate your assistance.  
I appreciate your help.  
Thanks for your help.  
I look forward to hearing from you.  
I hope to hear from you soon.  
Thank you for your time.  
Please contact me at your earliest convenience.  
Thank you in advance for your prompt reply. (formal – to express urgency)  
Please get back to me as soon as possible. (neutral – to express urgency)

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## Responding to a Request

Let me know if I can be of assistance in any way...  
Let me know if there's anything else I can do...  
Let me know if you need anything else on my end...  
Hope this helps.

## Apologizing /Responding to a Complaint

Once again, sincere apologies for...  
Once again, we regret...  
We apologize for the misunderstanding.

## Extending an Invitation

I sincerely hope you can attend.  
I hope you can attend.  
I hope to see you there.

## Requesting a Meeting

I look forward to meeting with you...  
I hope to see you soon...

## Other ways to end an email

Thank you for your continued business.  
Thank you for choosing...

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## Sign-offs

Warm regards,  
Best regards,  
Best,  
Regards,  
Sincerely, (formal)  
Thank you,  
Thanks,  
Thanks again,  
Have a great weekend.  
Have a great night.  
Hope this helps.  
See you tomorrow morning.  
Keep up the good work. /Good job! (from a supervisor to an employee)

## Acknowledgement

Thank you for your prompt reply...  
Thanks for getting back to me so quickly...  
Thank you for the detailed response...  
Thank you for your order of...  
Thank you for completing...  
This is to confirm that we have received...  
Thank you for your email...