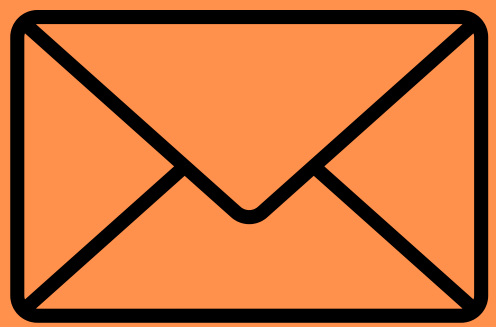
USEFUL PHRASES FOR BUSINESS EMAILS







Opening lines:

- Thank you for your email regarding...
- I am writing to inquire about...
- I hope this email finds you well.

Giving information:

- As requested, I am sending you...
- I would like to inform you that...
- Just a quick note to let you know that...





Making a request:

- Would it be possible to...?
- I was wondering if you could...
- Could you please provide me with...?



Confirming arrangements:

- I would like to confirm our meeting on...
- We have arranged to meet at...
- Just a reminder that...

Apologizing:

- I apologize for any inconvenience caused.
- We are sorry for the delay in responding to your email.
- Please accept our apologies for any misunderstanding.



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Closing:

- I look forward to hearing from you soon.
- Thank you for your time and consideration.
- If you require any further information, please do not hesitate to contact me.



Want 40 phrases, sorted by situation?

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