

BASIC LETTER PHRASEOLOGY - complete the sentences with words from the right - use each word ONCE only:

- 1) We _____ receipt of the goods in question.
- 2) I enclose _____ a cheque for £250 in full payment.
- 3) We hope to receive your _____ of these terms.
- 4) I trust that you will give this matter your _____ attention.
- 5) Please send us information _____ your new range of pumps.
- 6) We need further details _____ your delivery terms.
- 7) Please let us know your _____ payment method.
- 8) We would be _____ if you could deal with this matter promptly.
- 9) With _____ to your letter of 19 June I am sorry to say that we will be taking legal action.
- 10) We are expecting to _____ an order early in the New Year.
- 11) I am writing in _____ with the recent delivery of three containers from your company.
- 12) I would be _____ if you could look into this problem as a matter of urgency.
- 13) We are obliged to _____ out that your payment is now overdue.
- 14) An early settlement of this sum would be _____.
- 15) I regret to inform you that there is a total of £150 _____ on your account.
- 16) We are _____ to inform you that the samples will be despatched today.
- 17) We are sure that this missing payment is an _____ on your part.
- 18) We would appreciate your looking into this _____ as soon as possible.
- 19) Please be assured that this error will be _____ immediately
- 20) Thank you in _____ for your help in this matter.
- 21) _____ to your letter of 6 July, please find enclosed our invoice.
- 22) I can _____ that we have now received payment in full.
- 23) I would appreciate a _____ settlement of our invoice.
- 24) I am writing to _____ you that your payment is overdue.
- 25) Please _____ us have an estimate of the costs involved in this incident.
- 26) I have passed your letter to Mr Brown, who is _____ with this matter.
- 27) Thank you for _____ us the fabric samples.
- 28) The sample you sent is excellent. The price, _____, is rather high.
- 29) Please do not _____ to contact us for an update on the situation.
- 30) We _____ that this is an oversight on your part.
- 31) Thank you for _____ out the work so efficiently.
- 32) We hope you will find these terms _____ and look forward to receiving an order.
- 33) We will _____ delivery early next month
- 34) _____ our recent conversation I am pleased to offer you a discount of 15%.
- 35) I am sorry to inform you that we no longer _____ this item.
- 36) We look forward to _____ your order.

however
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grateful
acknowledge
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dealing
oversight
acceptance
regard
confirm
carrying
immediate
matter
assume
advance
further
of
appreciated
hesitate
prompt
connection
following
rectified
herewith
receiving
supply
place
acceptable
obliged
outstanding
delighted
sending
remind
preferred