

**A What is the correct way to start a letter when you are writing to the following people?**

1	a married woman called Green	
2	a married woman whose name you do not know	
3	a company when you are not writing to a particular person	
4	a man whose name you do not know	
5	a man called White	
6	an unmarried woman called Brown	
7	a woman whose marital status is unknown to you	
8	an individual in a company whose name and sex are unknown	

<b>LETTER- WRITING PRACTICE</b>
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**B What is the correct phrase to use to finish a letter in these circumstances?**

1	You are writing a formal letter to a named person.	
2	You start your letter 'Dear Sir'.	

**C Complete these sentences by adding one word in each space:**

1	I would like to _____ you that delivery is more than two weeks late on our order.
2	I _____ be grateful if you could let us _____ when we can _____ delivery of the goods we ordered three weeks _____.
3	I am writing in _____ with your advertisement _____ 10 October in 'The Times'.
4	I am _____ to enclose a catalogue of our products and look _____ to _____ your order in due _____.
5	Thank you for _____ us the samples we requested. We will be _____ an order in the near _____.
6	Please do not _____ to inform us if there are any problems with this contract.
7	Please feel _____ to contact me again if you have any more _____ in this _____.
8	With _____ to your request for samples of our carpets. I _____ to say that we are currently out of _____.
9	_____ to our discussion of 10 July I am _____ to inform you that your offer has been accepted by the board. A contract will be _____ to you as soon as _____.
10	I am _____ to inform you that delivery will be delayed _____ to recent storms in the Channel.
11	_____ you send me more information about your payment _____? _____ it be possible to pay in two _____?
12	We must _____ for the delay in _____ your order of 25 <sup>th</sup> July. This is _____ of a strike at our London warehouse.
13	We would be _____ if you could _____ shipment of the goods as soon as possible.
14	We would appreciate _____ if you _____ expedite delivery of the pumps we ordered.
15	We no longer _____ the pump that you mention in your letter. _____, we do have in _____ an alternative model which we can _____ with confidence.