

Name: _____

Date: _____

Business Email Phrases

N I L D R I Y S J R G N I N R O M D O O G M G U
R G T U S A O B C W S H K / U U J D E W B T D Y
E Y I T O J C L U M / H T K A T U U J N Y S J M
C L M A G W L U N O O N R E T F A D O O G A U J
N E U O H R D D T T W S W R J A D D F E M H S O
O R I T A H T R E D N I M E R A T S U J J Y R C
C E M M E J K F S Y L L U F H T I A F S R U O Y
Y C J E T H F E K N R N A G J F S E T L J R A U
A N K N B E S M J W D E G R E D T G D I L A A D
M I J L C D R O J B G A G W R A D S C M H R R H
T S F U T N B D F U L T S A F U E C J A I A F H
I S J M J K / O I S F T G / G D B O / T A K F G
M R G H K D O U I N / E C F T U F S A T L N H D
O U M O F K W R U A R B U R A L O K K O D I H B
H O W M I C / F F D A I G D I T / N U M I F Y U
W Y H D C M D E N J T / H M A N Y T H A N K S K
O B U D A G L I / G D F O O Y M / Y S I R L C F
T J C D A J K U A J S T / O U M U C F F K K G I
G N A I H G C E R M F J G / K U A I L L G R H O
G M / O T D R A W R O F G N I K O O L M A I R I
M F Y F D F G U G D H G G A / R J Y O A C A C H
C Y D E / M W B I Y M E W W M F L D S T D J H /
C I A F U H H / E / K R N W K / M B L R I L F G
C R W H T U O B A U O Y O T G N I T I R W M A I

I am writing to you about

I am looking forward to

to whom it may concern

just a reminder that

yours faithfully

yours sincerely

good afternoon

kind regards

good morning

many thanks

sir/madam

dear