

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# business email phrases

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

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

good morning

kind regards

many thanks

sir/madam

dear