

# Email Phrases



## Greeting

### Formal

Dear...  
Good morning  
Good afternoon  
Good evening  
To whom it may concern

### Informal

Hi  
Hello

## Title

Master + surname (young boy)  
Miss + surname (young girl/unmarried woman)  
Mr + surname (man)  
Mrs + surname (married woman)  
Ms + surname (divorced woman)

## Opening Statement

I hope you had a lovely weekend  
I hope this email finds you well  
I hope you and your family are well

## Introduction (New Email)

I am writing in connection with ...  
I am writing to draw your attention to ...  
I am writing to express ...  
I am writing to complain about ...

## Introduction (Reply)

It's so nice to hear from you  
Thank you so much for your email  
Regarding your previous email ...

## Penultimate Line

I look forward to (+present participle)  
--> seeing/hearing/meeting/speaking

## Signature

### Formal

Yours Sincerely  
Best Regards  
Kind Regards  
Regards

### Informal

Thanks  
Many thanks  
All the best  
Best

## Introducing Yourself

I'm a friend/colleague of ...  
Allow me to introduce myself  
Please may I introduce myself  
Perhaps you remember me. I am...

## Clarifying Information

Sorry, you forgot to send the attachment,  
please can you resend it?  
I'm not sure what you mean by this  
I hope this clarifies the situation  
Do let me know if you need further  
clarification  
Please don't hesitate to contact me if you  
have any further questions

## Apologising

Please accept my apologies  
I'm terribly sorry  
I apologise for any inconvenience caused  
We're doing everything we can to ...  
I can assure you that ...  
I'll be happy to ...

## Thanking

Thank you so much for ...  
I really appreciate ...  
I can't thank you enough for ...  
I am grateful for ...

## Arrangements

Are you free ...  
Would it be possible to meet ...  
Does ... work for you?  
What time is convenient for you?  
Could we do ...  
Can you please let me know before ...