

# Formal Letter Phrases

Teachers Resources

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## Formal Letter Phrases

- Dear Sir or Madam,
- I am writing to complain
- I am writing to inform you that
- I am writing to tell you about
- You will be interested to know that
- In addition,
- However,
- I should also like to point out,
- This was brought about because
- I suggest
- I propose
- It was expected that
- Having discussed this with ... we came to the conclusion that...
- It is my opinion that

- Furthermore
- There are a number of problems
- In conclusion
- I would like to confirm
- This is not acceptable
- Yours sincerely,
- Yours Faithfully,

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