***In letter writing there are some golden rules to remember:***

Answer all invitation letters at once.

Think before you write. A letter, ones posted, is the property of the Post office Co. till it is delivered to the addressee. You cannot overtake it; therefore, do not let regrets overtake you.

Use short sentences.

In a letter, unlike speech every sentence has to be bought to a logical conclusion.

Dear Sir or Madam is formal to an inferior and respectful to a superior. Dear Sir or Madam is the commonest between equals and is admissible towards inferiors and superiors. My Dear Sir or Madam implies intimacy in correspondences prior to personal meeting.

As was mentioned before, always date your letters and always date them correctly.

Sign your name clearly. In writing to a stranger and requiring a reply, your sex should be indicated, if it is necessary to your correspondent.

Many letters answer themselves. An angry answer is seldom worth its postage.

**Beginning a letter**

AA. Without Reference to Previous Correspondence

1. I am / we are pleased to inform you that ………
2. I / we owe your address to ……..
3. I /we should be glad if you would let me / us know whether…..
4. May I have details of …….
5. We are sending you herewith / under separate cover….
6. I have been informed by ……..
7. We take this opportunity to introduce our company as a …….. firm.

BB. In Reply to a Letter Received

1. Thank you for your letter of the *date*  Informing us that……
2. In reply to your letter of the *date*  concerning ………., we are glad to be able to ……../ sorry to have to tell you that …….
3. You kindly enclosed with your letter of the *date*  particulars of …….. for which I thank you very much.
4. I am sorry / to learn from the content of your letter of the *date*  that….
5. I must apologize for the delay in replying your letter of the ………
6. I thank you for your letter of the *date* and have much pleasure in replying to your various questions as follows.
7. In reply to your letter/inquiry of the *date* , we wish to inform you that.....
8. We acknowledge receipt of your letter of the *date* for which we like to thank you.

CC. Referring To Previous Correspondences.

1. Further to our letter of the  *date* we wish to inform you that ……
2. On the *date*  we wrote you that …….
3. We refer to our letter of the *date*  in which we asked you for ……
4. Since writing to you on the *date* we have ascertained that …..
5. Since receipt of your letter of the *date* we have been trying to find out more about this matter/the business of ……
6. Sometime ago, you told me that you were going to visit Tehran and ……
7. It is a long time since we have heard from you.

**The Body of a Letter**

1. As for your inquiry of *date* , we would like to point out / to inform you that
2. For your information we'd add that …..
3. As I informed you yesterday by my *letter / fax / email / telephone* ………
4. As far as I know / understand ……
5. We hear on good authority that ……..
6. It appears that ……../ Please note that ……/ I'd like to mention that ……
7. As you'll see from the enclosed copy …….

**Requesting**

1. Will you please fax me/email me/write me on receipt of this letter to let me know if ………..
2. Would you kindly reply by return of post/of email/of fax to tell me that whether ………
3. We should be grateful if you would do your utmost/ best to ……
4. Under the circumstances it is essential that …….
5. Will you please let me know for my information ……

**Regretting**

1. I am truly sorry/very sorry indeed to hear from your letter of the *date*  that ……
2. I am sorry to tell you that ……
3. We are sorry not to be able to give you the information/data requested
4. We are sorry not to be able to give you a definite reply in respect of the above matter.
5. We are sorry for the inconveniences this may have caused you.
6. Please accept my apology for being so late in replying to your letter.

**Confirmation**

1. As requested/ agreed we are sending you ……..
2. In accordance to your wishes / instructions ………
3. I note with much interest the suggestion contained in your letter of the *date*
4. Well noted your remarks / warnings concerning ……
5. We should be glad to have your confirmation that …….
6. We acknowledge receipt of your email/fax of today and ……..

**Reminder**

1. I wish to remind you of my letter of the *date*  in which I asked you to./ for
2. I'd like to remind you that I have not had a reply yet from you to my questions / propositions regarding ……
3. We take the liberty / May we take the liberty (more polite form) of reminding you that…….
4. We are sorry to have to remind you of our ……
5. As you will no doubt remember……

**Miscellaneous**

1. As to the question of …….. I agree with you that……..
2. In these circumstances …………
3. We are quite convinced that…../ willing to ……….
4. Unless we hear from you to the contrary ……….
5. Furthermore, / On the other hand, / On further considerations………….
6. It follows therefore, …….
7. If I am not mistaken, it appears that…………..
8. In my opinion /According to my studies………..

**Ending a Letter**

AA. Asking for reply

1. Will you be good enough to let me have your reply as soon as possible?
2. I am looking forward to hearing from you.
3. Keep me informed.
4. R.S.V.P. (Repondez si il vous plait)

BB. Promise a reply.

1. You will hear from me as soon as possible about the matter.
2. I shall give you further details by next week/ tonight.
3. As soon as I am able to say anything definite, I will write to you again.

**Expressing Thanks/ Hope / Promise**

1. Thanking you in advance / for your attention.
2. Thank you in anticipation for your kindness.
3. I shall be pleased to assist you in every way I can.
4. I hope that my offer will interest you.
5. It was a great pleasure to have met you and I thank you again for your kind and friendly reception
6. I hope that you are better and I wish you a speedy recovery.
7. I was glad to have news of …… and to hear that …… is making good progress. Please remember me to ……
8. Please accept our sincere good wishes for Christmas and the New Year.
9. I am looking forward to hearing from you in the near future.