

<p>Greetings</p> <p>Dear Sir/Madam Dear Sir or Madam To whom it may concern Dear Mr. Price</p> <p>Nice to hear from you. I hope you are well,... I hope this note finds you well.</p>
<p>Opening Remarks</p> <p>Thank you for contacting _____ Thank you for your prompt reply. Thanks for getting back to me. Thanks for the information/your phone call/getting me the figures/sending the document. Thank you for sending the updated information. It's quite helpful for... Thank you for your patience. I've highlighted in red your requests and placed in bold my replies to your questions.</p>
<p>Purpose</p> <p>I am writing to enquire about... I am writing with some news about... I am writing in reference/regards to... I am writing to you in reference/regards to... I am contacting you as ... I am writing in reply to your letter/email/ request/ enquiry regarding ... I'm pleased to confirm our appointment at/on ... Regarding _____, can you tell me ... If possible, could you let me know ...</p> <p>I am thrilled to learn that you won...</p>
<p>Giving an Update</p> <p>Just a quick note to tell you... Just a quick note to let you know... Just wanted to let you know... Just to update you on ... I am writing to update you on...</p>
<p>Attachments</p> <p>Attached is ... The attached file/proposal/document / etc ... is _____ includes/shows/needs/covers/is Please review the attached file/report/document / etc ... Please see the attached _____ Take a look at the attached _____</p>

Plans**Schedule Plans**

My calendar is completely open for the day.

If *my calendar is full*, check the next day, as appointment slots are continually opened up within a two-week time frame.

My schedule is flexible / tight / heavy / hectic / demanding right now.

Changing Plans

My apologies / Sorry, but I won't be able to...

My apologies / Sorry, but something has come up and I can't / won't ...

I am terribly sorry, but...

I am afraid I will not be available that day / at that time / for / until

I am fully booked that day.

Is it possible to move our meeting to 2:30pm-3:30pm? Does this work for everyone's else schedule?

Requests

I would be grateful if you could attend to this matter...

Are you free ...

What time would you like to...

When would be convenient for you ...

Could you please let me know ...

Can you send me the ...

I was wondering if you could ...

I would like to have your reply by Next Monday.

Please forward the message to the section concerned.

I urge you to consider your decision.

I would like you to move our meeting / my reservation to next Monday.

I wonder whether you could help me.

I would appreciate it if you could...

I am already booked for Monday. Could you reschedule our meeting?

Please send it to us no later than October 10th.

I suggest we get together and talk about details.

Arriving on Sunday is no problem. However, this will incur an additional nights fee of \$38.60 per person.

Closing Remarks

I will call/contact/email you when...

Thank you for your patience and cooperation

Thank you for your consideration

If you have any questions or concerns, don't hesitate to let me know.

If you would like any more information, don't hesitate to ask me

I/We look forward to hearing from you.

Your cooperation is greatly appreciated

For further information, please contact us at...
Please let me know if I can assist further with your arrangements.

Thank you for your email. I look forward to working with you.
I'll keep you posted.
I will be back in touch soon with an update.

Closing

(With) Best regards
(With) Best wishes
(With) Kind regards
Regards
Best
Thank you
Yours sincerely
Sincerely
Sincerely yours
Yours faithfully
Cheers

Apology

I am sorry about the last minute notice, but I have to cancel our meeting tomorrow.
Could you move our gathering to next Monday?
I am sorry it took some time to get back to you. Something unexpected happened.
We are sorry to inform you that we are unable to help you on this occasion.
We must apologize for the delay / inconvenience.
Please accept our apologies.

Thank you for your offer, but I would like to decline your offer.

Checking

I will check it out and get back to you.
Let me follow up and I will come back to you.
I will double check to make sure everything is processed in the right way.

Reminder

This is just to remind you that we have a meeting tomorrow, starting at 4:00.
This is just a reminder that we have a meeting tomorrow, starting at 4:00.

Thank you note

I am flattered to be asked to give a presentation.
I am happy to know that ...
(It is) good to hear from you.

No response

<p>I haven't heard back yet. Could you (possibly) answer this message at your earliest convenience? I asked you to reply to my mail by ○○, but I haven't heard back.</p>
<p>Inquiry</p>
<p>This is an inquiry about..</p>
<p>Confirmation</p>
<p>I would like to confirm... I received your message dated... Please let us know whether this address is correct or if any changes need to be made to the address. This is to confirm that...</p>
<p>Reducing burden</p>
<p>I recognize (that) this may not be practical given that I'll be only be in the area from ○○ until ○○. I understand the challenges of coordinating the schedule of... Please don't worry about the scheduling time with....Many thanks for your efforts.</p>
<p>Reporting</p>
<p>I am pleased to report that... I am in the process of preparing the renewal document and will share it with you in the coming weeks. I am happy to inform you that... I am sorry to inform you that...</p>
<p>Contact information</p>
<p>If you have any questions, please don't hesitate to contact me / us. Please provide me updated contact information.</p>
<p>Limited Access to Work Mail</p>
<p>I am currently out of town, so access to my work mail is limited.</p>
<p>Copy</p>
<p>I've also copied Mr. /Mrs. /Miss ○○, the university contracts officer, because s/he will need to approve the changes and integrate them into the draft agreement. Let me follow up and I will come back to you and make sure everyone is copied in. In order to anticipate any problem in e-mail communication, could you copy all the following names on our correspondence from this time forward?</p>
<p>Misunderstanding and a Mix-up</p>

There seems to have been some misunderstanding.
I am afraid the message I sent on July 6th hasn't reached you yet.
There is a mix-up on / about...

I deeply appreciate your coming to our office last week. The discussion was a valuable step for... Our conversation helped to clarify several problems about...