

Moj naslov, če jaz pišem
Datum
(Prešernova 5
1530 Srednja vas
Slovenija
January 10, 2005)

Naslov kamor pišemo
(Nama Ljubljana
Tomšičeva 3
1000 Ljubljana)

Dear Sir/Sirs (Dear Mr Smith) za Mr ni pike!!!

I would like to inform you that the washing machine which I bought from you a week ago does not operate. Regretfully I find that I must change it or give it back.

Regarding the fact that the appliance was transported to our address in your van and carried to the flat by your men and also installed by your electrician I kindly ask you to change it or pay a refund.

Since the appliance is still under guarantee I think there should not be any problems. I hope you will take actions as soon as possible.

Yours faithfully (Yours sincerely)
LOST SOUL
Lost Soul

V zaključku lahko tudi:

- I look forward to receiving your answer
- I look forwards to hearing from you

Fraze:

- I am writing to you about ...
- I regret to inform you ...
- I would like to suggest ...
- I sincerely hope that ...
- Please kindly let me know if/whether ...
- Thank you for your invitation of June ...