

Naslov moj brez imena

Datum

Naslov unga

Dear sir or madam

Uvod

Body

Konc

Yours faithfully

Podpis

A letter of application:

UVOD:

for the post of supervisor, which was advertised in...

i am writing in reply to your advertisement...

BODY:

As you will see from my curriculum vitae which is

Attached my educational background enables me to...

I feel that I am qualified...

I believe I have the appropriate qualification...

To leave school/university

To complete course

To study for a diploma

To have no/little experience of/in activity/work place

Previous/working experience

Work attitude

Qualifications in

Knowledge of languages/language skills

I am computer literate

I possess PC skills

I have experiences with word processor

KONC:

I will be glad to attend an interview any time and I

Hope to hear from you soon...

I will be pleased to provide my further information

You may need...

Thank you in advance

A letter of inquiry and request

UVOD:

I am writing to inquire about whether...

I am writing in connection with/reference to...

I am writing to ask if it would be possible...

BODY:

Would you please send me...

Let me know...

I would like some information on/about...

Could you please let me know...

Please let me know...

Please send me a copy of your current brochure and

Details of terms for half-board...

The booking details

Advance booking

Full-board

Bed and breakfast

Details of dates of departure and cost

Health, property and travelling insurance

Means of payment(in cash, by chek, by credit card, by post)

Cancellation fees

KONC:

we looked forward to receiving information as soon as possible...

Thank you in advance

A letter of invitation

UVOD:

I am writing to you on behalf of my students...

BODY:

We would like to invite you...

We are inviting you to deliver a lecture on...

We would be delighted if you would accept our invitation to...

KONC:

Please inform us of the time of your visit...

Please inform us of any date which would suit you...

We do hope you would be able to...

A letter of apology

UVOD:

I am writing to apologize for...

I would like to apologize for...

Please accept our apologies for...

On behalf of my friend Peter I apologize for...

BODY:

It was inexcusable of me to behave as I did...

I should never have done...

I am extremely sorry for losing my self-control/temper...

I am very sorry for my disgraceful behaviour...

KONC:

Please accept our apologies for the inconvenience, which has been cost...

A letter of thanks

UVOD:

I am writing to say how much I appreciate...

I would like to express my thanks for...(your kind hospitality, during I stay at your family)

BODY:

zakaj se zahvaljujemo

KONC:

Thank you again for...

A letter to the editor

UVOD:

I am writing to protest about...

I feel sure that your readers will be interested in...

As the citizen of Slovenia I...

In reply to Mr Smith letter (datum objave pisma) about...I would like to say...

I am writing to draw your readers attention to...

BODY:

I am concerned about...

I am extremely displeased with...

I am upset about...

I was disappointed to read in your paper that...

I approve/disapprove of...

I would like to say how much I disapprove...

I am apposed to gambling at night...

I am entirely disagree with...

In my opinion/view,...

To my mind...

As I see it,...

I am convinced that I feel/ believe that...

KONC:

I very much hope you will publish my letter...

I hope that you will be willing to publish my letter...

Thank you for your attention/time and consideration...