Formal;Enquiry:I am writing to enquirre about

…I was interensred in your advert in bla bla and

I would be grateful if you could send me details

of…Application:I am interested in applaying for

the post of…which was advertised in bla bla on

22stSep.My reason for applaying is that…I would

be able to attend an interview at any time which is

convenient to you.Apology:I am writing to

apologise about…The reason I couldn't…I am

really sorry to have wasted your time.I assure you

that this will never happen again.Complaint:I am

writing to expres my concern about the fact…I

must insist that you…Opinion:I reply to your letter

of 12th Sep.,I would like to say…I would like to

respond to the article called'' which appeared in

Monday's edittion of your newspaper.It semms clear

to me that…Truly yours, Yours faithfully,

Yours sincerely

Informal;Beginnings:Many thanks for your letter of

…It was very nice to hear from you recently…I was

glad to hear that…I hope you and your family are

well.Invitation:I'm having a birthday party on

Saturday the 22nd and I hope you will be able to

come.I was wondwrind if you'd like to come to see…

with me?Would you like to/Why don't you come and

stay for the weekend?Could you possibly let me know

if you can come by…Request:I wonder if I could ask

you a favour.I wonder if/I was wondering if you can

help me?I'd be terribly gratefull…Please don't hesitate

to say no if you can't manage it…Apology:I'm writing

to apologise about,for the fact that,for(not)+ing…I'm

terribly sorry that…I do hope that…Please let me know

(…) and I'll gladly (…).Information: I thought you'd like

to hear bout…This is just to let you know that…

Congratulations:Thank you so much for(noun/ing)..It

was very kinf of you to…Congratulations on (noun)..I'm

writing to wish you (the very best of)luck in/with(noun).

Endings:Hope to hear from you soon/see you soon.Write

soon/See you soon….Complimentary close:Kind/Best

regards All the best Yours Love Best wishes