

Formal;Enquiry:I am writing to enquire about ...I was interesred in your advert in bla bla and I would be grateful if you could send me details of...**Application:**I am interested in applying for the post of...which was advertised in bla bla on 22stSep.My reason for applying 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 edition 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 wondwind 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