

# List of the most common phrases that you can use in a business letter

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A business letter is a very important piece of document. It represents the company in communication and acts as a medium for goodwill and business handling. There are various scenarios in day-to-day operations of a business that requires use of official letters. Different situations require different wordings. Only [strong command over the English language](#) can guarantee a properly formatted business letter. You should always strive to draft a letter that brings tangible results.



The recipients should come to know about your company's quality and standard just by reading the business letter. A powerful and effective letter is concise, simple and uses straightforward English vocabulary. The sentences are well structured and not random. In case you are not able to address the concerned person directly or you are unaware who the person is, you can write "To whom it may concern". You should always start your letter with 'Dear'. For example:

- a. Dear Mr. James
- b. Dear Ms. Flora
- c. Dear Valued Customer
- d. Dear Sir.

## Sample Situations And Phrases For A Business Letter:

### 1.Information Letters

- a. I am writing to inquire/enquire/ask about . . .
- b. Could you please send me . . .
- c. I came to know about...and would like to...
- d. I am writing in reference to . . .
- e. I look forward to hearing from you.

### 2.Notification Letters

- a. Please be aware that . . .
- b. I would like to inform you of a recent policy change.
- c. I am happy to inform you that . . .
- d. Your request for funding has been approved...
- e. I am writing to let you know that . . .

# **BUSINESS LETTER**

Dear Mr. Smith:

Are you having trouble getting your important documents formatted correctly? If you are like most business owners, you have trouble finding the time to economically produce good-looking documents. This is why it is important to have a specialist take care of your most important documents.

At Documents Makers, we have the skills and experience to come in and help you make the best possible impression. May we stop by and offer you a FREE estimate of how much it would cost to get your documents looking great? If so, give us a call at and set up and appointment with one of your friendly operators.

Sincerely,

(signature here)

Richard Brown  
President

## **3.Introduction Letters**

- a. Samsung Galaxy 5 is coming out next month...
- b. I am writing to tell you about . . .
- c. This product/service is designed to. ...

## **4.Referral Letters**

- a. I am writing in reference to . . .
- b. Please refer to the enclosed invoice.
- c. I am writing in regard to . . .
- d. I hope you have had a chance to look over the materials we sent.

## **5.Request Letters**

- a. I would like to order ten ink toners.
- b. Could you please send me your most recent sample?
- c. I would be very grateful if you could send me this information.
- d. Please return the enclosed envelope with your payment.

## **6.Collection Letters**

- a. Our records show that . . .
- b. Your monthly installment is past due.
- c. Please send payment as soon as possible.
- d. According to our records . . .

## **7.Response Letters**

- a. You can learn more about this at . . .
- b. Enclosed is the information you requested.
- c. Thank you for your interest/inquiry
- d. If you require assistance, please contact:
- e. If I can be of more help, please feel free to contact me at . . .



The above samples will show you how to draft great business letters, which highlights your English vocabulary skills.

Utilize them in your company with the help of an[online English guide](#). You can also join an online spoken English class and fine-tune your communication skills.

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**- By Monika Agarwal**

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