



Writing Emails Audio Course Season 1

Episode 2: Tone and Register

Lesson objective

In lesson two we discuss tone and register. You're also given a breakdown of how best to construct an email. Below are some phrases you can use in your emails.

Phrases to use when addressing someone in an email

Dear (name of person)

Dear Mx... (gender neutral term)

Dear Ms, Miss, Mrs...

Dear Mr...

Phrases to use when replying to an email

Thank you for your email...

I am writing with regards to...

In response to your previous email...

Apologies for the delay in replying to you...

Apologies for the delay in getting back to you...

I apologise for not getting in contact sooner...

Phrases to use when asking for and giving information

I'm writing to ask for some information regarding...

I wanted to ask / I want to know...

I'm interested in receiving/finding out...

I'm writing to let you know that...

We are able to confirm that...

I am delighted to inform you...

I/We regret to inform you...



Phrases to use when making a request

I'd be grateful if you could...

I wonder if you could...

Do you have time to look over...?

I was wondering if you could possibly look over my report and tell me what you think?

Phrases to use when offering help

Would you like me to...?

I'm happy to help.

Let me know if you'd like me to help.

Phrases to use when finishing an email

I'm looking forward to...

Give my regards to...

Best wishes.

Kind regards.
