Formal letter (useful phrases)

Dear Sir/ Madam Dear Mr Black

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* I am writing to complain about the goods/ service/ meal/a shop assistant in your shop/the restaurant/ the supermarket..…
* I am writing with regard to the summer job in your restaurant. I would be greatful if you could send me more details…..
* I am writing in response to your advertisiment what I have seen/ I saw in/ on/ at
* I would like to apply for the position in your…….
* I would be grateful if……
* I hope you will be able to consider……..
* I would be interested in…………………..
* I demand…………………………….
* I expect………………………………….
* I want to express……………………
* I look forward to/ am looking forward to hearing from you soon.
* I look forward to/ am looking forward to receiving your reply.

Yours faithfully Yours sincerely

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NEVER:

* I´m writing - I am writing
* Thanks - Thank you very much
* Hello/ hi - Dear
* Want/ Wanna - I would like to
* Can - I could

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BETTER:

* PURCHASE (BUY)
* OBTAIN/RECEIVE (GET)