

BUSINESS LETTER WRITING SENTENCE EXERCISE

[www.http://eslflow.com](http://eslflow.com)

Look at the pictures and write sentences appropriate for a formal business letter.

1 I am writing to inform you that your request for funding has been rejected.



2 I am writing in reference to _____



3 I am writing to confirm _____



4 I am writing to confirm _____



5 I am writing to let you know about _____



6 I'm writing to complain about



7 I'm sorry to inform you that



8 I'm happy to inform you that



9 I'm writing to request (What's written in the letter?)



10 I am writing to thank you for

