

STOCK PHRASES FOR BUSINESS ENGLISH EMAILS-EXAMPLES

<https://impactfulenglish.com/67-expressions-for-english-emails/>

BEGINNING SECTION

Opening the email

1. To whom it may concern: (*Use a colon after this phrase. Not a comma.*)
2. Dear Sir/Madam,
3. Dear John,
4. Hi John,

1. Thanking the recipient

5. Thank you for your prompt reply.
6. Thanks for your email.
7. Thanks for the update.
8. Thanks for getting back to me. Danke, dass du dich bei mir gemeldet hast

Reasons for writing

9. I am writing with regard... to my purchase of... / to the complaint you made yesterday.

My purchase of *the Orange 14 mobile phone yesterday*; you made yesterday *about the unprofessional behaviour of our receptionist during your stay at your hotel*

10. I am writing to... apply for the position of... / to ask for further information about...

.... *marketing consultant*; *your package holiday tours*

11. I am writing to inquire about... (*note: "inquire" is more common in American English*)

... *the possibility of working freelance for your company*

12. I am writing in reference to...

the electric piano Model XK4186 which I purchased from you last Monday.

13. Just a quick note to tell you that...

I'm now back from holiday and would love to meet up with you

14. I wanted to... 1) let you know that... / 2) tell you about... / 3) ask you if...

1) *that I'm now in quarantine for Covid 19 and can't see you*; 2) *about my holiday plans*; 3) *if you'd like to have dinner with me next week*

MIDDLE SECTION

Requesting information

15. I would greatly appreciate it if you could provide me with *ABC as it will help me in the report, I am writing for XYZ. **information about your product range I'm writing for Camera International (magazine = Zeitschrift)*

16. Could you kindly let me know whether you can send...?

send me a brochure about your Antarctic holiday tours

17. This is just a friendly reminder to ask you to send...

me your Spanish holiday article (Artikel) as soon as you can

18. Could you please send me...?

19. Could you send me...?

20. Is there any chance you could send me...?

Status updates

21. The purpose of this email is to update you on the status of the packaging for your product...

The damaged packaging has been replaced and the product is ready for collection

22. I am pleased to inform you that your order is ready.

The books will be delivered to your office tomorrow.

23. I'm contacting you regarding the analyst position...

I regret to inform you that your application has been unsuccessful.

24. I'm writing to let you know about sales results for this quarter...

Please see the attached graphs and tables.

25. I wanted to update you on...

The latest changes in our sales policy.

26. I have some information for you about...

English summer courses.

Apologizing

27. We would like to apologize for any inconvenience (unbequemlichkeit) caused. (Noise caused by the construction work der durch die Bauarbeiten verursachte Lärm, a defective lift Aufzug etc.)

28. Please accept our apologies for the inconvenience ...

Wir entschuldigen uns für die Unannehmlichkeiten

29. We are extremely sorry for... Die Absage des Treffens tut uns sehr leid

30. I'm afraid I will not be able to attend the opening day due to... (Unforeseen circumstances)
Unvorhergesehene Umstände

31. Apologies for taking a long time to get back to you. Ich entschuldige mich dafür,
dass ich lange gebraucht habe, um mich bei Ihnen zu melden

32. I'm sorry for the delay. Die Verspätung tut mir leid

33. I'm sorry, but I can't make it to the meeting. Ich kann es nicht zum Meeting
schaffen

Asking for clarification

34. I'm afraid I don't understand what you mean by XYZ. Could you please provide more details?

Ich fürchte, ich verstehe nicht, was Sie mit XYZ meinen.

Könnten Sie bitte weitere Details angeben

35. Regarding the new proposal, are you saying that we should omit (auslassen) the free add-
ons?

36. Thanks for the email, David. I understand ABC, but could you please clarify (klären) what you
mean concerning (über) XYZ?

37. Everything's clear on ABC, but you've lost me on XYZ. Any additional information would be
greatly appreciated (geschätzt).

Confirming

38. As agreed, we will schedule the XYZ delivery between 9 and 11 am.

Wie vereinbart, planen wir die XYZ-Lieferung zwischen 9 und 11 Uhr.

39. I'm just writing to confirm the time of our meeting...

Ich schreibe nur, um den Zeitpunkt unseres Treffens zu bestätigen

Praising Performance

40. Thank you very much for taking the initiative to find a solution to the problem.

Vielen Dank, dass Sie die Initiative ergriffen haben, um eine Lösung für
das Problem zu finden.

41. You can take pride in the work you have put into this project.

Sie können stolz auf die Arbeit sein, die Sie in dieses Projekt gesteckt
haben

42. You have made a great contribution to the project.

Sie haben einen großen Beitrag zum Projekt geleistet.

43. The design work you did for the site was outstanding. Die Designarbeit, die Sie für die Website geleistet haben, war hervorragend

Congratulating somebody on a new job or position

44. I hear congratulations are in order. Ich höre Glückwünsche sind in Ordnung

45. I just heard you got the Manager's job. Congratulations on the new position.

Ich habe gerade gehört, dass Sie den Job des Managers bekommen haben.

Herzlichen Glückwunsch zur neuen Position

46. Congratulations on getting the new Manager position.

47. Well done for getting promoted. Gut gemacht für die Beförderung

Good luck wishes

48. I'd like to wish you all the best for... Ich möchte Ihnen alles Gute für Ihren neuen Job wünschen

49. I hope everything goes well with... Ich hoffe, alles passt gut zu Ihrem neuen Job

50. Good luck with... your new job, your book

END SECTION

Closing remarks

51. I would appreciate your immediate attention to this matter.

Ich würde mich über Ihre sofortige Aufmerksamkeit für diese Angelegenheit freuen

52. If you require any further information, feel free to contact me.

Wenn Sie weitere Informationen benötigen, können Sie mich gerne kontaktieren.

53. If you have any questions or concerns, don't hesitate to let me know.

Wenn Sie Fragen oder Bedenken haben, zögern Sie nicht, mich zu informieren.

54. I look forward to hearing from you soon.

Ich freue mich darauf bald von Ihnen zu hören.

55. I look forward to meeting you again next week.

Ich freue mich darauf, Sie nächste Woche wiederzusehen.

56. Please let me know if you have any questions.

Bitte lassen Sie mich wissen, wenn Sie Fragen haben.

57. Let me know if you need anything else.

Lassen Sie mich wissen, wenn Sie noch etwas brauchen.

Ending the email

58. Sincerely,

59. Regards,

60. Best regards,

61. Kind regards,

62. Warm regards,

63. Best wishes,

64. All the best,

65. Best,

66. Thank you,

67. Cheers, (*Very informal*)