**This sheet focuses on core vocabulary and phrases used when writing business letters or e-mails in English.**

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| to act on behalf of  to agree with  always at your service  as agreed  as far as I'm concerned  as far as the payment is concerned  as follows  as per invoice  as per to the conditions  as per your request  as requested  as soon as possible  at your convenience  at your earliest convenience  at your expense  awaiting your reply  to be able to to be authorised to to be characterised by  to be confident in  to be delighted to to be held responsible for  to be in arrears with payments  to be in difficulty  to be interested in  on arrival of the goods  on behalf of  on condition that - provided that  on delivery  on receipt of the order  on short notice  on written request  order to be confirmed  our best attention  our offer is still open  outside address  to pay the maximum attention to the matter  payable in advance  please allow us  please send us  please send us your instructions  prices are increasing  to reach the destination  to refer to to return a letter to the sender  to sell at the best  to send under separate cover  sender address  short term  similar to sample - up to sample | to be late  to be overrun with orders  to be prepared to - to be willing to before the date we agreed upon  Best regards  body of the letter  circular letter  claim - letter of complaint  to come to a decision  to come to an agreement - to reach an agreement  complimentary close  to cope with the competition  correspond to the sample  to correspond with  covering letter  due to oversight  enclosure - attachment  to fix an appointment  following your instructions  from order receipt  further to our letter - following our letter  goods listed below  greeting  half-price  to have the pleasure to to stop negotiations  to submit a sample  to suit the quality - to meet the quality  to take into consideration  the aim of this letter  the following items  the goods are available in our warehouse  the goods are not similar to sample  the goods are sold out  the goods arrived in good conditions  the letter remained unanswered  the matter in reference  the meeting was cancelled  to our mutual benefit  to the kind attention of  under separate cover  up to an amount of  utmost care  we acknowledge receipt of  we apologize again for  we apologize for  we apologize for the delay  we apologize for the mistake  we are sorry to have to we are sorry to inform you | to have the power to hereby  in case of need  in compliance with - accordingly  in due time - in due course  in good condition  in our favour  in partial payment  in reply to your letter  in the absence of  to inform in due time  inside address  to let someone know in advance  letter opening - beginning of the letter  letterheading - heading  to look forward to looking forward to an early reply  looking forward to hearing from you  to make the goods available  to meet a demand  to meet customer's requirements  to meet the demand  Messrs  to notify in advance about  on advanced payment  we have received  we hope we'll receive the goods soon  we look forward to your kind reply  we must apologise for  we remain - our kindest regards  we sent you  we thank you in advance  we wish to inform you that  we would appreciate it if you could answer  we would appreciate your reply  with no obligation - without commitment  with reference to - in reference to with the compliments of  with the utmost care  with two weeks' notice  within the end of the month  within which  without delay  without notice  would you please let us have  would you please let us know  you ordered  you requested  you sent us |