The letter giving information.

- formal piece of writing, related to a particular situation,
- it gives information, opinions, suggestions, help for problems etc,
- each point should be presented in a separate paragraph,

Useful Language:

To begin letters:

- I am writing to inform you that/ advise you of/ let you know that…
- I regret to infirm you / I feel obliged to inform you…
- I feel delighted to inform you/ would like to inform you…
- I am writing * in response to -your letter requesting information about…
  * in reply to -your enquiry about…
  * with regard to -our telephone conversation concerning…
  * in connection with
- I am writing (to you) on behalf of…
  in m y capacity as…

To end letters:

- I hope that this information will be of some assistance..
- I hope/trust that I have been able to answer all of your questions…
- I would be pleased/ happy to provide you with any additional information…
- I look forward to being able to help you again in the future.
  answering all your questions.
- Please do not hesitate to contact me should you require any further information.
  have any further questions.