

Standard letter phrases

Examples of subject lines

Lease of 59 Jagiellonska Street

Our client: John Smith

PER SE Ltd.

Your employment situation

Your dispute with ...

Your personal injury claim

Accident in Butterfly store on ...

Opening paragraph

FURTHER TO our telephone conversation / meeting

(We) Thank you for your letter OF / DATED 10 October 2013

We ACT FOR / ON BEHALF OF Kozminski University regarding ...

Thank you for coming in to see me yesterday when you INSTRUCTED me to ...

I am pleased to confirm that

We were / are INSTRUCTED by... / that...

I write FURTHER TO our meeting on ...

We refer to our telephone conversation ...

We confirm receipt of your letter DATED ...

We write to advise that ...

Body

PLEASE ... (prepare, let me know, send, read, sign, date, return, provide, issue, serve, clarify)

KINDLY ... (confirm, return, register, update, amend)

I / We (now) enclose (the following:, the draft agreement)

We confirm / need / cannot accept / suggest / propose

I have now ... (carried out a search, advised our client)

The most important provisions are AS FOLLOWS:

As regards (the rent)

It is true / clear that / appears that...

We discussed / understand / suggest

As (previously) discussed,

The next step is to ...

Perhaps you could ...

As regards ... / With regard to ...

You have failed to acknowledge that...

As you may know...

We are now in the process of ... (negotiating, ...)

The issue that arises is ...

As to ... (our fees)

Due to this, it may be ...

I should / would be grateful if you could...

It is desirable....

My proposal is to ...

It is quite absurd for you to ...

In the circumstances, our client ...

In the light of the above ...

In the event that ... / of...

As you will see ...

As a result ...

We need to obtain ...

As far as ... is / are concerned ...

Linking words

Unfortunately,

Therefore,

In addition,

However,

Furthermore,

Conversely,

Closing paragraph

I suggest we have a meeting to ...

Please do not hesitate to contact me if you require any further information / if we can be of further assistance to you in relation to this matter.

We look forward to hearing from you or your solicitors appointed to act on your behalf.

We look forward to receiving proposal for settlement within the course of the next 14 days, failing which we will take steps to issue proceedings.

I will contact you as soon as I have anything further to report.

In the meantime, it would be helpful if you could ...

Our fees for the work outlined above will be £500 plus VAT. Perhaps you could confirm if you are happy to proceed on these terms.

Thank you for your instructions,

I will forward a copy of ... to you as soon as possible / as soon as I receive it from the court.

I will be in touch again shortly.

Kindly acknowledge receipt.

We enclose requisitions on title duly completed.

Sentence structure

PROVIDED we receive satisfactory replies to these, we should be able to exchange contracts shortly.

SINCE you have now signed the contract, we are now able to exchange contracts.

HAD we known about the meeting, we would have attended.

SHOULD you be fired, your health and pension benefits will not be automatically cut off.