

Rejecting I'm not so sure about your idea.
It sounds like a good idea, but I don't think it would work in practice.
It sounds like a good idea, but I can see one or two problems.

Special situations

Thanks Just a quick note to say many thanks for ...
I really appreciate everything that you have done.

Good luck Good luck with ...
I would like to take this opportunity to wish you every success in the future.

Congratulations Many congratulations on your promotion/new job.
I was delighted to hear the news about ...
Well done!

Best wishes Please give my best wishes/regards to ...

Bad news I was so sorry to hear about ...
I was really sorry to hear you're not well. ... Hope you feel better soon.
If there's anything I can do to help, let me know.

Job application

Greeting (formal) Dear Sir/Madam

Reason for writing With reference to your advertisement on the ... website, I am interested in applying for the post of ...

Your background and experience I am 26 years old and am currently studying for a degree in ... at ... University.
For the last two months/years I have been working as a ... at

The job itself I am interested in this job because ...
I feel that I would be well-suited for this job as I enjoy/have a lot of experience in

Referring to your CV I have attached my CV as a Word document. You will notice that I ... as well as You will also notice that

Final comments I would be grateful if you would consider my application.
You will see from my CV that two people can be contacted as references, one is ... and the other is from
I am available for interview in .../by phone any weekday afternoon, and you can email me or telephone me on the number below.

Close I look forward to hearing from you soon.
Yours faithfully
