



## BUSINESS ENGLISH PHRASES

### Emailing 4 Internal Emails

Subject (Maximum of 5 words)	<b>Reminder of 10/05 Meeting Revisions for Sales Report Monthly Financial Reports</b>
Subject (Maximum of 5 words)	<b>Budget Meeting 07/04/12 Finance Department Procedures Project feedback</b>
Greeting	<b>Dear Colleagues, Hi all, / Dear all, Hi Sarah,</b>
Asking for information	<b>Can you let me know your availability? Could you send me</b> the budget meeting information? <b>I'd like to know if</b> you can meet next Tuesday. <b>I need to know</b> how many of your department will attend the meeting?
Asking for information	<b>Would you add your feedback to</b> the report and return it before December 10. <b>Please send me the information before</b> 5pm tomorrow, thanks. <b>Could you call me by</b> Thursday so we can discuss it?
Asking somebody to do something	<b>Would you send it to me as soon as you can? Do you think you could finish it by</b> tomorrow? <b>Will you call</b> Ms. Bitay <b>to confirm</b> next Wednesday's meeting?
Asking somebody to do something	<b>Can you confirm</b> that you received the proposal? <b>Please make sure you review and send back</b> the report by Friday. <b>I need you to confirm by</b> Friday, thanks.
Checking	<b>I just wanted to check that you have received</b> the proposal I emailed to you last week. <b>I'm just checking that you received</b> the comments I emailed yesterday. <b>I haven't heard back and wanted to make sure</b> it went through.
Asking for help	<b>Would you like me to help you with</b> the report? <b>Can I ask you to help me with</b> the report? <b>Let me know if I can do anything to help.</b>
Making changes	The monthly budget meeting <b>will now happen</b> on March 17. Tomorrow's meeting <b>will be delayed until</b> March 17 as we're waiting for more information. <b>I wanted to let you know that I've rescheduled</b> the Sales Meeting to Friday September 10.
Apologise	<b>I am writing in relation to</b> the incident of Friday September 12. <b>I was very concerned to learn</b> about your inconvenience. <b>I would like to apologise for the inconvenience</b> you have suffered.
Apologise	<b>Can you leave this matter with me? And I'll get back to you by</b> the end of the week We have looked into the matter and <b>I can assure you</b>

	<b>it will not happen again.</b> <b>I hope you will accept my apologies</b> for the inconvenience caused.
End	<b>Best regards,</b> <b>Regards,</b> <b>Kind regards,</b> <b>Thanks,</b>