Formal and informal language



Name ______ Date _____

Fit the most appropriate word or phrase from the list into the twelve sentences below.

thank you apologise got inform tell report
sorry let you know require need receive thanks
1 about breaking your garden gnome!
2. We are writing to for the late delivery of your sofa.
3. Just a quick note to say for the kid's presents.
4 for your letter of 23 rd November concerning your mortgage.
5. Please do not hesitate to let us know if you any assistance.
6. Give us a shout if you a hand.
7. We regret to you that your order cannot be fulfilled.
8. Just thought I'd better that we can't come on Sunday.
9. We are pleased to that the work is on schedule.
10. Abdul can you all about it.
11. Thanks for your present which I yesterday.
12. We cannot send you the goods until we payment.