

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 23rd 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.