

Useful Business Letters' Vocabulary

These core vocabulary reference sheets (here focusing on writing business letters) provide between 150 and 240 key words and phrases for each industry. Each series is divided into three pages that, when combined, form an alphabetical list.

to act on behalf of	on arrival of the goods
to agree with	on behalf of
always at your service	on condition that - provided that
as agreed	on delivery
as far as I'm concerned	on receipt of the order
as far as the payment is concerned	on short notice
as follows	on written request
as per invoice	order to be confirmed
as per to the conditions	our best attention
as per your request	our offer is still open
as requested	outside address
as soon as possible	to pay the maximum attention to the matter
at your convenience	payable in advance
at your earliest convenience	please allow us
at your expense	please send us
awaiting your reply	please send us your instructions
to be able to	prices are increasing
to be authorised to	to reach the destination
to be characterised by	to refer to
to be confident in	to return a letter to the sender
to be delighted to	to sell at the best
to be held responsible for	to send under separate cover

to be in arrears with payments	sender address
to be in difficulty	short term
to be interested in	similar to sample - up to sample
to be late	to stop negotiations
to be overrun with orders	to submit a sample
to be prepared to - to be willing to before the date we agreed upon	to suit the quality - to meet the quality to take into consideration
Best regards	the aim of this letter
body of the letter	the following items
circular letter	the goods are available in our warehouse
claim - letter of complaint	the goods are not similar to sample
to come to a decision	the goods are sold out
to come to an agreement - to reach an agreement	the goods arrived in good conditions
complimentary close	the letter remained unanswered
to cope with the competition	the matter in reference
to correspond to the sample	the meeting was cancelled
to correspond with	to our mutual benefit
covering letter	to the kind attention of
due to oversight	under separate cover
enclosure - attachment	up to an amount of
to fix an appointment	utmost care

following your instructions	we acknowledge receipt of
from order receipt	we apologise again for
further to our letter - following our letter	we apologise for
goods listed below	we apologise for the delay
greeting	we apologise for the mistake
half-price	we are sorry to have to
to have the pleasure to	we are sorry to inform you
to have the power to	we have received
hereby	we hope we'll receive the goods soon
in case of need	we look forward to your kind reply
in compliance with - accordingly	we must apologise for
in due time - in due course	we remain - our kindest regards
in good condition	we sent you
in our favour	we thank you in advance
in partial payment	we wish to inform you that
in reply to your letter	we would appreciate it if you could answer
in the absence of	we would appreciate your reply
to inform in due time	with no obligation - without commitment
inside address	with reference to - in reference to
to let someone know in advance	with the compliments of
letter opening - beginning of the letter	with the utmost care
letterheading - heading	with two weeks' notice
to look forward to	within the end of the month

looking forward to an early reply

within which

looking forward to hearing from you

without delay

to make the goods available

without notice

to meet a demand

would you please let us have

to meet customer's requirements

would you please let us know

to meet the demand

you ordered

Messrs

you requested

to notify in advance about

you sent us

on advanced payment

Yours faithfully (GB) - Yours truly (GB)