

Closing lines for different kinds of email

Write closing typical closing lines like "See you then" for the kinds of emails below. You can use the same sentences in several places, but try to use as many different closing lines as you can. All of the functions below can have more than one possible ending, especially if you include different levels of formality.

Answering questions/ Giving information

Apologising/ Responding to complaints

Asking for permission to do something

Giving advice/ Giving feedback/ Recommending/ Suggesting

Giving directions

Instructions/ Commands/ Demanding action (= Telling someone to do something)

Introducing yourself/ Making contact with someone

Making arrangements (suggesting and fixing appointments, meetings, etc)

Making complaints (= Complaining)

Making enquiries/ Asking for information

Ordering/ Booking/ Applications

Sending attachments

Thanking (e.g. acknowledging receipt of something)

Requesting (= Asking for something or asking for help)

Use the mixed answers below to help and to start checking your answers.

Mixed suggested answers – More difficult arranged line by line version

Match these to the functions above. Some can be used in more than one place.

- Any feedback you can give me on this would be gratefully accepted/ greatly appreciated.
- Cheers
- Cheers/ Thanks/ Thank you (in advance).
- hope that helps.
- I hope that is clear.
- I hope this is acceptable with you.
- I hope we have the chance to meet soon.
- I look forward to doing business with you.
- I look forward to hearing from you soon/ to your quick reply.
- I look/ (I'm) looking forward to hearing from you (soon)/ to your reply.
- I look/ (I'm) looking forward to receiving your comments/ hearing from you (soon).
- I look/ (I'm) looking forward to seeing you then.
- If anything about that isn't clear, please drop me a line.
- If I can ever help you in the same way, just let me know.
- If you have any further/ more questions, please (do not hesitate to) contact me.
- If you have any problems opening the document, please let me know.
- If you need any more feedback, just let me know.
- If you need any more info(rmation), just/ please let me know.
- If you need further details about our requirements, please contact us.
- If you would like further recommendations, please do not hesitate to contact me.
- Once again, please accept our apologies for any inconvenience this may have caused.
- Once again, thank you for making the time to meet me at such short notice.
- Please let me know if that is okay/ if that is acceptable with you.
- Please let me know what time most suits you.
- Please phone us if you get lost.
- See you then.
- Thank you for your cooperation.
- Thank you.
- Thanks again./ Once again, thanks for all your help with this matter.

Use the section-by-section version below to continue checking your answers.

Mixed suggested answers – Easier arranged by sections version

Match these to the functions above.

Any feedback you can give me on this would be gratefully accepted/ greatly appreciated.

If you have any problems opening the document, please let me know.

I look/ (I'm) looking forward to receiving your comments/ hearing from you (soon).

Cheers/ Thanks/ Thank you (in advance).

I look/ (I'm) looking forward to hearing from you (soon).

(I) hope that helps.

If you need any more feedback, just let me know.

If you would like further recommendations, please do not hesitate to contact me.

I hope that is clear./ If anything about that isn't clear, please drop me a line.

Please phone us if you get lost.

I hope this is acceptable with you.

Once again, please accept our apologies for any inconvenience this may have caused.

I hope we have the chance to meet soon.

I look forward to doing business with you.

I look forward to hearing from you soon/ to your quick reply.

I look/ (I'm) looking forward to hearing from you (soon)/ to your reply.

If you have any further/ more questions, please (do not hesitate to) contact me.

If you need any more info(rmation), just/ please let me know.

(I) hope that helps.

If you need further details about our requirements, please contact us.

I look/ (I'm) looking forward to hearing from you (soon).

Please let me know if that is okay/ if that is acceptable with you.

I look/ (I'm) looking forward to hearing from you.

See you then.

I look/ (I'm) looking forward to seeing you then.

Once again, thank you for making the time to meet me at such short notice.

Please let me know what time most suits you.

Thank you (for your cooperation).

Cheers

Thanks again./ Once again, thanks for all your help with this matter.

If I can ever help you in the same way, just let me know.

Check as a class or with the suggested answers.

Suggested answers

Other endings are possible, so please check if you wrote something different.

Answering questions/ Giving information

If you have any further/ more questions, please (do not hesitate to) contact me.

If you need any more info(rmation), just/ please let me know.

(I) hope that helps.

Apologising/ Responding to complaints

I hope this is acceptable with you.

Once again, please accept our apologies for any inconvenience this may have caused.

Asking for permission to do something

Please let me know if that is okay/ if that is acceptable with you.

I look/ (I'm) looking forward to hearing from you.

Giving advice/ Giving feedback/ Recommending/ Suggesting

(I) hope that helps.

If you need any more feedback, just let me know.

If you would like further recommendations, please do not hesitate to contact me.

Giving directions

I hope that is clear./ If anything about that isn't clear, please drop me a line.

Please phone us if you get lost.

Instructions/ Commands/ Demanding action

Thank you (for your cooperation).

Cheers

Introducing yourself/ Making contact with someone

I hope we have the chance to meet soon.

I look forward to doing business with you.

Making arrangements (suggesting and fixing appointments, meetings, etc)

See you then.

I look/ (I'm) looking forward to seeing you then.

Once again, thank you for making the time to meet me at such short notice.

Please let me know what time most suits you.

Making complaints (= Complaining)

I look forward to hearing from you soon/ to your quick reply.

Making enquiries/ Asking for information

I look/ (I'm) looking forward to hearing from you (soon)/ to your reply.

Ordering/ Booking/ Applications

If you need further details about our requirements, please contact us.

I look/ (I'm) looking forward to hearing from you (soon).

Sending attachments

Any feedback you can give me on this would be gratefully accepted/ greatly appreciated.

If you have any problems opening the document, please let me know.

I look/ (I'm) looking forward to receiving your comments/ hearing from you (soon).

Thanking (e.g. acknowledging receipt of something)

Thanks again./ Once again, thanks for all your help with this matter.

If I can ever help you in the same way, just let me know.

Requesting (= Asking for something or asking for help)

Cheers/ Thanks/ Thank you (in advance).

I look/ (I'm) looking forward to hearing from you (soon).