

FRASES ÚTILES PARA ESCRIBIR CORREOS EN INGLÉS

Saludo Inicial

- Dear Sir/Madam,
- Dear [Name],
- Hello [Name],
- Hi [Name],

Inicio

- Thank you for your email.
- It's [your name] from [your company].
- Thank you for taking the time to...
- Thank you for reaching out to me.
- I just got your request for...
- Sorry it took me so long to get back to you.
- Please accept our apologies for any inconvenience caused.

Propósito del correo

- This email is just to let you know...
- This email is to confirm...
- We're sending you this email because...
- In this email, I wanted to tell you...
- I am writing you to follow up on...
- I am writing to ask/enquire/check/invite you/remind you...
- I am contacting you to inform...
- I recently read/heard about... and would like to know...
- In this email, we wanted to tell you/let you know/give you...
- We wish to inform you of...
- I am writing concerning/with regard to/about...

Documentos adjuntos

- I am enclosing/attaching...
- Please find attached/enclosed...
- You will find enclosed...
- I've attached...
- The attached file contains...
- Please take a look at the attached file.

- Please see the information below for details about...
- Here is the file we discussed.
- Here's the document you requested.
- Take a look at the file I've attached to this email.
- Could you please sign the attached form and send it back to us by Friday?

Solicitudes

- Could you please send me...?
- Could you possibly tell me...?
- Would it be possible to...?
- Could you confirm...?
- Would you mind if...?
- Would you like me to...?
- Could you please clarify...?
- Could you give me some more details about...?
- I was wondering if you could...
- I'd be very grateful if you could...
- It would be very helpful if you could send me...
- If possible, I'd like to know more about...
- We would appreciate it if you could...
- In addition, I would like to receive...
- I was hoping you could...

Buenas noticias

- We are pleased to announce that...
- We have some good news for you.
- It is my pleasure to inform you that...
- I just wanted to let you know that...
- I'm glad to tell you that...
- You will be pleased to know that...

Malas noticias

- We regret to inform you that...
- Unfortunately, we cannot...
- I'm afraid it's against company policy to...
- I'm sorry to tell you that...
- Despite my best efforts, it has proved impossible to...
- I'm afraid I won't be able to...
- I can't see any way to...
- I'm sorry to tell you...
- That's not really possible.
- Unfortunately, I have to tell you that...
- Due to... , it would be impossible to...
- After careful consideration, we have decided not to...

Problemas y soluciones

- There seems to be a problem with...
- We have discovered that...
- We'd like to study this problem a bit more in order to give you a more detailed solution.
- If we implement this solution, we could have some problems in the future.
- Which option would you like us to work on?
- That would take around 10 days.
- What would you like to do?
- Which solution works best for you?
- How would you like us to solve this issue?
- There are two ways to solve this.

Disculpas

- Please accept our apologies for any inconvenience caused.
- I apologize for the problems you've had.
- I regret any inconvenience caused by...
- Sorry for any inconveniences this situation may have caused.
- We apologize for...
- We are sorry for the delay.
- I'm really sorry, but...
- Sorry for my late replay.

Comentarios finales

- Looking forward to hearing from you.
- If you require any further information, please don't hesitate to contact me.
- If we can be of any further assistance, please let us know.
- We look forward to doing business with you in the future.
- I'd love to hear your feedback.
- I would appreciate your reply.
- If you require more information...
- Thank you for taking this into consideration.
- I look forward to meeting you in person.
- Thank you once more for your help in this matter.
- Let me know if you need any help.
- Please let me know what you think.

Fin del correo

- Sincerely,
- Yours sincerely,
- Kind regards,
- Yours truly,
- Best regards,
- Best wishes,
- All the best,
- Thanks,
- Many thanks,
- Best,
- Have a wonderful day!