

Confirmation, Dispatch Note, Acknowledgement of Receipt, Invoice, Overdue Notice [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

English Business Letter- Confirmation

Salutation		
{British English}	Dear Dear Mr Dear Mrs Dear Ms
	Dear Sir Dear Sirs Dear Madam Dear Sir or Madam
{American English}	Dear Dear Mr. Dear Mrs. Dear Ms. :
	Gentlemen Ladies Ladies and Gentlemen To whom it may concern

English Business Letter- Confirmation

Subject			
Subject: Re:			
Subject: Your Letter dated Re: Your order dated	Jan Feb	01 02	2019 2018
Subject: Your order no. Re: Your order no. Your order no. Your letter dated Jan 01.2018 Your order dated Jan 01.2019			
First Paragraph			
Many thanks for Thank you for Thank you very much for We thank you for We have received	your	order	(dated Jan.01.2018)
We confirm We acknowledge We hereby confirm We hereby acknowledge This is to confirm	receipt of your order (dated Jan.01.2018).		

English Business Letter- Confirmation

Details		
<p>Enclosed you will find</p> <p>Enclosed please find</p> <p>Enclosed is</p> <p>In accordance with our agreements, we are sending you</p>	<p>our order confirmation.</p> <p>the contract.</p> <p>two copies of the contract.</p> <p>the contract in duplicate.</p> <p>a prepared contract.</p>	
<p>Enclosed you will find</p> <p>Enclosed please find</p> <p>Enclosed is</p> <p>In accordance with our agreements, we are sending you</p>	<p>the contract</p> <p>two copies of the contract</p> <p>the contract in duplicate</p> <p>a prepared contract</p>	<p>for your signature.</p> <p>with an authorised signature.</p> <p>with an authorized signature.</p>
<p>Please return a signed copy of the contract</p>	<p>within 10 days</p> <p>no later than 10 days of the receipt date.</p> <p>as soon as possible.</p>	
<p>Please return a signed copy of the contract by</p>	<p>Jan 01.2017.</p>	
<p>We have</p>	<p>All items in stock.</p> <p>Noted your order for immediate delivery.</p>	
<p>Your goods will be</p> <p>The items you ordered will be</p>	<p>dispatched</p> <p>despatched</p> <p>sent</p> <p>shipped</p> <p>delivered</p>	<p>within a few days.</p> <p>within a week.</p> <p>within the next three weeks.</p> <p>in Jan 01.2019</p>

English Business Letter- Confirmation

<p>Unfortunately, we must inform you that</p>	<p>the goods you require are currently not available. we are not able to deliver the goods until one month's time.</p>	
<p>Contrary to your order we can offer you</p>		
<p>Final Paragraph</p>		
<p>We assure you that your order will be We guarantee that your order will be</p>	<p>performed to your entire satisfaction. executed carefully. dealt with promptly.</p>	
<p>Please let us know if you</p>	<p>are interested in a shipment. are still interested in a shipment. want to make use of our counter offer.</p>	
<p>If there is any further information that you require If you have any questions</p>	<p>do not hesitate to</p>	<p>contact me. contact us. call me. call us.</p>
<p>We look forward We are looking forward</p>	<p>to receiving your reply.</p>	

English Business Letter- Confirmation

Greeting	
{British English}	Yours sincerely Sincerely yours Yours faithfully Faithfully yours
{American English}	Sincerely Sincerely yours
{additional option for e-mails}	Regards Kind regards Best wishes

English Business Letter- Dispatch Note and Acknowledgement of Receipt

Salutation		
{British English}	Dear	
	Dear Mr	
	Dear Mrs
	Dear Ms
	Dear Sir	
	Dear Sirs
	Dear Madam
	Dear Sir or Madam	
{American English}	Dear	
	Dear Mr.	
	Dear Mrs.
	Dear Ms.	. :
	Gentlemen	
	Ladies	
	Ladies and Gentlemen
	To whom it may concern	.

English Business Letter- Dispatch Note and Acknowledgement of Receipt

Subject			
Subject:			
Re:			
Subject: Your Letter dated	Jan	01,	2019
Re: Your order dated	Feb	02,	2018
Re: Our order dated			
Subject: Your dispatch dated			
Subject:	Your order		
Re:	Our order		
	Your dispatch note		
	Acknowledgement of Receipt		
Subject:	Your order no. -----		
Re:	Our order no. -----		
Your letter	dated Jan 01, 2019		
Your order			
Our order			
Your dispatch note			
Your order			
Our order			
Your dispatch note			
Acknowledgement of Receipt			
Your order	no. -----		
Our order			

English Business Letter- Dispatch Note and Acknowledgement of Receipt

Dispatch Note		
We are pleased to inform you This is to inform you We hereby inform you		that your goods were sent today. that the items you ordered will be delivered tomorrow.
We hope	that we have executed your order to your full satisfaction that the goods will arrive in perfect condition that the goods have arrived in perfect condition	and look forward to doing business with you again. hope you will allow us to carry out your orders again in the future
Acknowledgement of Receipt		
We have received This is to confirm delivery of	your shipment. your delivery.	
Your delivery Your shipment	arrived on Jan 01, 2017. arrived in perfect condition on Jan 01, 2017.	
Your delivery Your shipment	has just arrived. arrived in perfect condition.	
Many thanks Thank you very much We thank you We thank you very much	for	executing our order professionally. executing our order promptly. processing our order promptly. executing our order in due time.

English Business Letter- Dispatch Note and Acknowledgement of Receipt

Greeting	
{British English}	Yours sincerely Sincerely yours Yours faithfully Faithfully yours
{American English}	Sincerely Sincerely yours
{additional option for e-mails}	Regards Kind regards Best wishes

Salutation	English Business Letter- Invoice and Overdue Notice	
{British English}	Dear Dear Mr Dear Mrs Dear Ms
	Dear Sir Dear Sirs Dear Madam Dear Sir or Madam	
{American English}	Dear Dear Mr. Dear Mrs. Dear Ms. :
	Gentlemen Ladies Ladies and Gentlemen To whom it may concern	:

English Business Letter- Invoice and Overdue Notice

Subject				
Subject:	Your order			
Re:	Invoice			
	Reminder			
	Overdue notice			
Subject:	Your order			
Re:	Invoice	no.		
	Invoice for your order			
Your order				
Invoice				
Reminder				
Overdue notice				
Your order		no.		
Invoice				
Invoice for your order				
Invoice				
We are pleased to inform you	that	your goods	were sent	on Jan 01, 2017.
This is to inform you		the items you	were shipped	
We hereby inform you		ordered		

English Business Letter- Invoice and Overdue Notice

Please find enclosed Enclosed please find	the invoice. the invoice for our services. two copies of the invoice. the invoice in duplicate. three copies of the invoice. the invoice in triplicate
Please find enclosed Enclosed please find	our invoice no. -----
Please find enclosed Enclosed please find	our invoice no. ----- for
Please find enclosed Enclosed please find	our invoice no. ----- for your order number
Thank you for your order.	
We hope that we have executed your order to your full satisfaction	and look forward to doing business with you again.
We hope that the goods will arrive in perfect condition We hope that the goods have arrived in perfect condition	and hope you will allow us to carry out your orders again in the future.
We look forward to your remittance and will then dispatch the goods to you.	

English Business Letter- Invoice and Overdue Notice

Overdue Notice	
<p>According to our records, May we remind you that You may have overlooked that May we remind you that We regret to inform you that This is to remind you that</p>	<p>above invoice is still unpaid. payment of above invoice has not been made. your payment is overdue for three months. we have not yet received a remittance for above invoice.</p>
<p>We would appreciate We would be grateful</p>	<p>if you sent your payment promptly. if you cleared your account within the next days.</p>
<p>We trust that you</p>	<p>will send your payment promptly. will clear your account within the next days.</p>
<p>Please send your payment promptly. Please clear your account within the next days.</p>	
<p>If you have already sent your payment, please disregard this letter. If you have already settled your account, please disregard this letter.</p>	

English Business Letter- Invoice and Overdue Notice

Greeting	
{British English}	Yours sincerely Sincerely yours Yours faithfully Faithfully yours Yours truly
{American English}	Sincerely Sincerely yours
{additional option for e-mails}	Regards Kind regards Best wishes