

CAPGEMINI EMAIL PHRASES

OPENING LINES:

- I hope this message finds you well.
- I am writing to bring to your attention that...
- I am writing in reference to...
- This is to inform you that...
- I would like to highlight that...
- I am reaching out regarding...

PURPOSE STATEMENT:

- The purpose of this email is to...
- I would like to request your assistance regarding...
- I am writing to seek your approval for...
- This email is to formally request...
- I would like to notify you about...

GIVING INFORMATION/EXPLANATION:

- Please note that...
- Kindly be informed that...
- Due to unforeseen circumstances...
- As discussed earlier...
- In this regard...
- For your reference...

REQUESTING POLIETLY:

- I kindly request you to...
- I would appreciate it if you could...
- I request your support in this matter.
- I would be grateful if you could...
- May I request you to kindly...

APOLOGY STATEMENTS:

- I sincerely apologize for the inconvenience caused.
- Please accept my apologies for the delay.
- I regret any inconvenience caused.
- I apologize for the oversight.

GIVING ASSURANCE:

- I assure you that the issue will be resolved at the earliest.
- I will ensure that this does not happen again.
- Necessary steps have been taken to avoid recurrence.
- I will keep you updated on the progress.

CLOSING REQUEST/ACTION:

- Kindly look into the matter at the earliest.
- I request you to take the necessary action.
- Your prompt response would be highly appreciated.
- I look forward to your response.

FINAL PROFESSIONAL CLOSING:

- Thank you for your time and consideration.
- I will be highly obliged by your co-operation.
- I appreciate your support in this matter.
- Looking forward to your response.