Write Efficiently

Instead of this
1. I have pleasure in informing you.
2. In the course of the next few days.
3. We do not anticipate any increase in prices.
4. We shall be in a position to
5. Please favour us with an early expression of your views.
6. The information is needed in connection with.
7. He was granted a loan of Rs. 800/- by us.
8. Please be good enough to advice us.
9. Payment of their account will be made by M/S Fancy Garments next month.
10. Please see that an enquiry is conducted to determine the reason.
11. Advertising to your favour
12. Re (Your letter)
13. The writer wishes to acknowledge
14. We express our regret at being unable to fulfil your order on this occasion with our customary promptness.
15. We are in receipt of......
16. We beg to acknowledge......
17. We have to acknowledge......
18. We are writing with reference to.
19. The favour of your early reply will oblige.
20. We beg to inform you.....

Use to Write
I am pleased to tell you (or to say)....
during
We do not expect prices to rise.
able
Please let us have your opinion soon.
for
We granted him a loan of Rs. 800/-. 
Please tell (or inform) us.
M/S Fancy Garments will pay their account next month.

Referring to your letter or
Thank you for your letter.
We are sorry we cannot meet your present demand (order) immediately.

about
I shall be glad to hear from you soon.
We are writing to inform you.