

21. Assuring you of our best attention at all times.....	
22. We beg to remain,	
23. We remain,	Avoid these expressions
24. We beg to thank you.	We thank you.....
25. Your esteemed favour to hand.	
26. Yours to hand	We have received your letter.
27. Your letter to hand.	
28. in the event of	if
29. Awaiting the favour of your early reply.	
30. I am to point out that.....	
31. It will be appreciated that.....	
32. It should be noted that.....	
33. We are unable to	We cannot
34. as per	according to
35. Thanking you for your trouble.	I (we) thank you for your trouble.
36. at your earliest convenience	as soon as you can
37. <i>Trusting</i> this meets with your approval.	I (We) trust you will approve of this.
38. enclosed please find	I (We) enclose (are enclosing)
39. <i>Looking forward</i> to our next meeting.	I (We) look forward to our next meeting.
40. if it is within our power	if we can
41. it will be our constant aim	we shall try
42. of even date	of today
43. Hoping to hear from you soon.	I (We) hope to hear from you soon.
44. Due to the <i>unusual</i> nature of the request	As the request is unusual.
45. idem, inst., prox., ult.	
46. only too pleased to	Very glad to
47. The preparation, of new salary scales is in hand.	New salary scales are being prepared.
48. per	by
49. same	your letter, the goods etc.
50. We have no <i>hesitation</i> in advising you.	We advise you
51. take an early opportunity	act promptly
52. It gives me much pleasure to inform you.	I am pleased to tell you (or to say)
53. take into consideration	Consider