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| 143. We are not in a position to.... | We cannot... |
| 144. We have to state... | We would like to say... |
| 145. <i>Thanking you in advance</i> for your trouble... | I hope this won't be too much trouble for you. |
| 146. <i>This is in reply</i> to your kind letter of October 8. | Thank you for your letter of October 8. |
| 147. It is the sincere wish of the <i>undersigned</i> that... | I certainly wish (or hope) that... |
| 148. Pursuant to your request... | As you requested... |
| 149. <i>According to our records</i> your account is thirty days overdue. | Your account is thirty days overdue. |
| 150. Please reply by <i>return of post</i> . | Please reply promptly. |
| 151. We shall appreciate <i>same</i> . | We shall appreciate it (or them). |

