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## Thank you for your attention to this matter alternatives

When we send emails, it's easy to be too direct. It can upset the reader or cause offence. Saying thank you is a great way to make your mailer more polite and personal. But what's the best way to do it? Find out with our top 10 ways to say thank you in English. Our first five ways to best show your thank you work at the beginning of the e-mail. Thanking your reader is a wonderful way to open an err. It sets the right tone and makes the reader feel appreciated, which is very important if you want them to help you again in the future.10. Thank you for contacting us if anyone writes to inquire about your company's services, start your email with this sentence. The insight into their interest in working with your company. It's also a useful way to view the main topic of your email when used with prepositions about or about. For example, thank you for contacting us about our current products and prices. 9. Thank you for your quick reply when a customer or colleague replies to a previous e-mail message for a short time, notify them and thank them. If the answer wasn't quick, just removing a request would work, or, you can choose, thanks for coming back to me. 8. Thanks for the information if you asked someone for information, and they took the time to send it to you, use this sentence to prove that you appreciate what they did. Again, you can use About or About to review the specific information provided. For example, thank you for the information about your current pricing. 7. Thank you for all your help if anyone came out through to help you, thank them! If you want to offer more specific recognition for what they did, follow this sentence with, I really appreciate your help in solving the problem. 6. Thank you for raising your concerns even if a customer or manager writes to express some concerns they have about your work, you can still thank them. It shows that you appreciate their input and nothing takes their concerns seriously. Or, you might start using Thank you for your feedback. While thanks at the beginning of an doel are usually written to thank the reader for past actions, thanks at the end of an doel tend to imply that you thank the reader for future action. By showing your assessment in advance, you're more likely to get a positive response.5. Thank you for your courteous cooperation if you need the reader to cooperate by helping you with something, so thank them in advance for their cooperation. You can add the phrase in advance to this sentence and say thank you in advance for your cooperation. 4. Thank you for your attention to this matter different above, this sentence suggests that you would appreciate readers even more This expression also shows that the access request is important and that the reader should pay particular attention to it.3. Thank you for understanding this sentence is not to congratulate the reader on understanding the words you wrote. We use this sentence to say thank you in advance if we have done something or asked for something that may cause discomfort to the reader.2. Thank you for your consideration if you are requesting a benefit or opportunity, such as when you apply for a new job, end your email with this statement.1. Thanks again for everything you've done this sentence, used at the end, is a little different from the ones above. Use this if you have already thanked the reader at the beginning of the e-mail message, but because of their best efforts, you want to thank them again for their previous actions. Now you know how to say thank you in English, the only question left is who you want to thank. Want to try our EF English Live Business course? Visit our website to start learning English online today. Related article: Improve your English listening skills with EF's great tips! In e-mail, letters and memos that include a request, write often to finish with one of these statements: Thank you in advance for your attention on this matter. Thanks in advance for any help you can provide. In comments in another blog post this week, one of the writers said she hated thanks in advance and another writer wanted to know why the phrase deserved hate. People hate the phrase for a number of reasons. One is that it feels pretentious. The writer assumes that he will provide what he wants and so will thank you in advance. Would the right response be you're welcome in advance? This stupid offer shows how thanks beforehand come across wrong. Thanks in advance also suggests that the reader will not confess later, after fulfilling the request. If the reader receives a thank you in advance, will his actions be ignored with thoughtlessness? Of course, people who write thanks in advance don't mean to be pretentious or thoughtless. On the contrary, they try to be polite. If you're among them, here are some kind alternatives to consider: Thank you for considering my request. (Only by reading by the end of the message did the reader consider your request.) I'll be grateful for any help you can provide. I'd appreciate your help in this situation. I hope you can provide the information. You can also sound polite by omitting in advance: thanks for any help you can provide. (But be sure to thank the person after you also get the help.) I started with the example thanks in advance for your attention on this matter. This sentence has two insulting expressions. The second is to your attention to this. Bureaucratic expression appeared in billions of letters, especially those asking for late payments. It's so tired after being killed by typewriters and computers for decades. Let it be. Replace it with something more specific that fits your situation. Thanks in advance for avoiding the above phrases. I was just kidding. Lin-Syntax training You got an e-call from Susie in accounting and asked you to bring your famous 34 cupcakes to Dave the office manager's retirement party. Which, by the way, is tomorrow. Susie signed her email: Thanks in advance, Susie Your response to this signature will probably depend on the tone and content of Susie's email. If she politely apologized for the short notice and begged you to please consider whipping up what has become the firm's favorite (because, really, who doesn't like cupcakes?), you might be busy baking after work. If she was demanding and not apologizing... Not so much. Here's a tip: Want to make sure your writing always looks great? Grammar can save you from writing errors, grammatical and permaning errors, and other writing problems on all your favorite websites. Your writing, at its best. Be the best writer in the office. Get pre-thank you grammar is a fairly loaded signature. On the one hand, a study by the boomerang e-mail app rated it as the signing sign that he was likely to receive a response. (Other forms of thanks are also rated at the top.) Obviously, gratitude is a solid way to end email if you want to hear back from the recipient. On the other hand, thanks in advance can exhaust as pretention and even passive-aggressive. Depending on the context, it can make Susie sound like she's saying, I expect you to do it. If you want to stay away from the possible understandings this popular signature might create, here are some options to try. 1 Thanks there's nothing wrong with thanks just ol. Taking advance out of your expression of gratitude removes the tone of buoyancy and takes some pressure from the receiver. It's a little vague, though, so if there's a chance your recipient might find herself asking thanks for what?, it's better... . 2 Use call to action. If you want your email to receive a response, ask the recipient to do something after they finish reading it. Let's use Susie's cupcake request as an example. After explaining what she hopes she will do, she may end up with a call to action (CTA) in the form of a question. I know it's very short notice - obviously I didn't plan ahead! Do you think you'll have time to make us some of your amazing candy? Susie thanks in advance can put the recipient in an awkward position of having to say no after you hinted you were expecting. However, using CTA gives the recipient options rather than expectations. Makes it both polite and effective. Here, Susie asked a direct question. She included some peel, and she didn't make any assumptions, how nice of her! 3 I appreciate your help with \_\_\_\_\_. This logoff works best if someone has already lent you a hand. Alternatively, you can use it if you're asking for help and you're pretty sure the recipient is willing to say yes because you've had an ongoing dialogue or your working relations are already cooperating. 4 Thank you for considering my request. This signature can work well because it does not assume that the recipient will do anything more than think about what you asked them to do. Professional tip: It is better to use this type of signature in conjunction with CTA. Otherwise, all the recipient can do is consider your request . . . Without calling you back. 5 Thank you for your attention. I look forward to your answer. It's more businessable and direct. If you do expect an answer, it conveys a solid, stubborn tone. It's probably best used by managers communicating with people they monitor. When used by colleagues in the same layer, it can enter as domineering. An example of a pre-thank you email request can come in handy when you know the recipient is going to do what you ask of them, and you want to express gratitude in advance. But more often, it's likely to be misinterpreted as demanding, even if you don't intend it to be. Your best bet is to explain what you hope the recipient will do, include a CTA and offer a quick thank you. Using this format, Susie's cupcake request might look like this: Dave, our office manager, is retiring tomorrow. I was busy planning his disengagement party. I noticed you wanted to get to the invitation - thank you! This morning, someone asked me if you were bringing your famous cupcakes, and I realized I completely forgot to ask you about them. We're going to need about 360 for the party. I know it's very short notice - obviously I didn't plan ahead! Do you think you'll have time to make us some of your amazing candy? Susie Susie