Informal Phrase	More Formal Phrase
How’s it going?	How have you been?
Sorry I’m late.	I apologize for the delay.
I want to…	I would like to…
Can you…?	Would you be able to…?
Say hello to…	Please give my regards to…
Wait a minute.	One moment, please.
I’m happy to…	I would be pleased to…
I’m not sure. / I don’t know.	I’m not certain.
I don’t think so.	I don’t believe that is the case.
That’s not OK.	That is not acceptable.
I’ll check.	I will look into the matter.
I’ll think about it.	I will give it some consideration.
We need to…	It is necessary to…

We should…	It would be advisable to…
I found out what was wrong.	I discovered the problem/issue.
If you need help…	Should you require assistance…
As we talked about…	As previously discussed…
Before…	Prior to…
About…	With regard to…
I can’t wait to…	I look forward to…
Please write back soon.	Please reply at your earliest convenience.
We finished it.	The project has been completed.
Tell me if…	Please advise if…
Don’t forget…	I would like to remind you…
I can’t go.	I am unable to attend.
We’ll make sure that…	We will ensure that…

Do you want to…?	Would you like to…?
I’m sorry to tell you…	I regret to inform you…
Thanks for your help.	Thank you for your assistance.
Sure.	Certainly. / Of course.
Just checking in…	I’m writing to follow up…
I need more time.	I would appreciate additional time.
You can keep going.	You may proceed.
I’ll get back to you soon.	I will contact you shortly.
I’ve made up my mind.	I have reached a decision.
Thanks for answering quickly.	Thank you for your prompt response.
Can we move the meeting?	Would it be possible to reschedule the meeting?
I don’t have time today.	I’m unavailable today.
This doesn’t work.	This approach may not be suitable.

Can you explain?	Could you please clarify?
Tell me more.	Could you elaborate?
I disagree.	I’m afraid I disagree.
Let’s talk about it more later.	I would like to discuss this further at another time.
We need an answer soon.	We would appreciate your prompt response.
I’ll keep you updated.	I will keep you informed of any developments.
Let’s think of other options.	Let’s consider alternatives.
I’m very worried about…	I am quite concerned about…
It’s your choice.	The decision is yours.
Tell me what you think.	I would appreciate your feedback.
Catch you later!	Take care. / Have a good day.