

Goethe B1 Exam – Part 3 | Structure & Sample Phrases

Structure

01

Anrede (Greeting)

Use a formal greeting.

02

Einleitung (Introduction)

Politely state why you're writing.

03

Hauptteil (Main Part)

Explain the reason why you can't attend or respond to the situation you're given. Keep it simple and to the point.

04

Schluss (Conclusion)

Politely suggest an alternative
Close with a respectful ending your opinion in one sentence.

Sample Phrases

Sehr geehrte/r Frau X /Herr Y - if you know the name of the person

(Dear Mrs.X, Dear Mr.Y)

Sehr geehrte Damen und Herren - if you don't know the person

(Dear Madam or Sir)

Ich schreibe Ihnen, weil ich leider nicht...

(I am writing to you because I unfortunately cannot...)

Leider kann ich...nicht....

(Unfortunately I cannot...)

Leider muss ich kurzfristig ...

(Unfortunately, I have to ... on short notice)

Ich muss nämlich um diese Zeit / an diesem Tag ...

(I actually have to ... at this time / on this day)

Es wäre sehr hilfreich, wenn

(It would be very helpful if)

Wäre es möglich,

(Would it be possible,)

Mit freundlichen Grüßen

[Your full name]

(Kind regards)

[Your full name]