Here are some common expressions used at the end of a business letter:

**Closing Remarks**
- Thank you for your assistance in this matter
- I look forward to hearing from you soon/meeting with you next week
- Thank you for your help
- Please look into this matter
- Please contact me/us at your earliest convenience
- Please contact us again if we can help in any way/if there are any problems/if you have any questions

**Complimentary Closings**
- Yours truly
- Thank you
- Best wishes
- Warm regards
- Yours sincerely
- Thanks
- All the best
- Best regards
- Sincerely
- Best of luck
- Best regards

1. Write appropriate closing remarks and complimentary closings for each situation.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Closing Remarks</th>
<th>Complimentary Closings</th>
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</thead>
<tbody>
<tr>
<td>1. A letter to your Member of Parliament thanking him/her for help getting a visa for a family member</td>
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<td>2. A letter asking Revenue Canada to review your income tax return because you think there was a mistake</td>
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<td>3. A letter to your financial advisor to thank her for her service</td>
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<td>4. A letter to a client offering to give more information if he/she needs it</td>
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<td>5. A letter to a customer advising him/her that a payment is overdue</td>
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<td>6. A letter of complaint requesting that some action be taken</td>
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