**Common prepositions in letters**

**Of**

... I have received a consignment **of** 4 computer printers...

... I have instructed one **of** my employees to...

... please find enclosed the latest catalogue **of** our products...

... your product has been showing signs **of** deterioration...

... because **of** the damage caused by wrong transport, we were not able to...

**By**

... the first draft of the project should be submitted **by** 28 May

... because of the damage caused **by** wrong transport, we were not able to...

... they have agreed to pay **by** invoice

... this shop is run **by** our company

**About**

... I am sorry **about** the inconvenience you have experienced...

... thank you for your letter of ... in which you enquired **about** terms of payment

**In**

... our company will be able to send you the product **in** the near future

... thank you for your interest **in** our PCs...

... my experience **in** the fields of C and Pascal languages...

... during my study I was involved **in** the development of...

... please confirm if you can take part **in** the conference...

**On**

... It is essential that we deliver this consignment to our US customers **on** time...

... let me apologise for your order not being delivered **on** the due date...

... please send me a detailed report **on** Mr Browns program...

... the sum will be paid **on** delivery...

**To**

... please find enclosed further details related **to** the program of the conference...

... I look forward **to** seeing you soon...

... In reply **to** your letter of 21 May, I am pleased to inform you that...

... please complete the enclosed form and send it **to** us...

... the program is tailored **to** customers’ needs