

me permito informarle

le ruego que

**a la espera de su
respuesta**

la reclamación

informar

la norma

la petición concreta

respetuoso

I kindly ask you to

leh RRWEH-goh keh

I wish to point out to you

meh pehr-MEE-toh een-fohr-MAR-leh

the formal complaint

lah rreh-klah-mah-SYOHN

awaiting your reply

ah lah ehs-PEH-rah deh soo rrehs-PWEHS-tah

the rule (regulation)

lah NOHR-mah

to report (a fact)

een-fohr-MAR

courteous (m)

rrehs-peh-TWOH-soh

the specific request

lah peh-tee-SYOHN kohn-KREH-tah

**ellos querrán una
respuesta**

they will want an answer

*EH-yohs keh-RRAHN OO-nah rrehs-PWEHS-
tah*