

COMPLETE THE EMAILS WITH THE SENTENCES IN THE BOX.

I look forward to meeting you / I look forward to receiving your application /
We look forward to working with you /
I look forward to hearing from you soon

1

Dear Mr Cruz,
Please find enclosed an application form for the post
of Teacher of History. _____
for this job. The deadline is March 24.
Yours sincerely,
J Ko, School Administrator

2

Hello Hiroshi,
I can phone you on Thursday at 10.30 am. Can you
let me know if that is convenient, please?
_____.
Regards,
Jack

3

Dear Mrs Kapusta,
I am writing to confirm our appointment in my office
on Tuesday January 28. Please report to Reception
when you arrive, and they will direct you to my
office.
I hope you have a safe journey here, and _
_____ on Tuesday.
With best wishes,

Tony Donizetti

4

Dear Jackien,
Congratulations on getting the job. My team in the International Office and I would like to welcome you to Bakewell University. I am sure you will enjoy your new role.

Best wishes,

Ewa

Ewa Jones - Director, International Office- Bakewell University