

**Put the given words in the correct places to complete the following letter body.**

Dear Mr. Foster:

as well as contact We are pleased that you have (1) \_\_\_\_\_ Arrowhead East Conference Center to host your training seminar. This letter will confirm our understanding of our telephone (2) \_\_\_\_\_.

discussions The seminar will take (3) \_\_\_\_\_ on June 3. You are expecting 35 participants and will need one large room with six 4' round tables and 35 chairs. place (4) \_\_\_\_\_, you will require a computer projection system, (5) \_\_\_\_\_ a flip chart.

attached This morning, our catering manager, Virginia Wu, faxed the menu choices for your lunch on the 3rd. She will call you tomorrow to discuss these options with you.

deciding I have (6) \_\_\_\_\_ a projected cost for your seminar. If you have any questions, please do not hesitate to (7) \_\_\_\_\_ me.

In addition we understand that you have choices when (8) \_\_\_\_\_ where to hold your seminar. I'm sure you will be pleased that you chose Arrowhead.

Sincerely,

Jan Turner