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

as well as

contact

discussions

place

attached

deciding

In addition

selected

Dear Mr. Foster:

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) _____.

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. (4) _____, you will require a computer projection system, (5) _____ a flip chart.

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.

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

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

Jan Turner
Meeting Planner

LIVEWORKSHEETS