

3 Complete the letters with the words in the box.

additional Dear details enclose enclosed faithfully
hear hearing like Madam sincerely wish

¹ Dear Mr Thompson

I ² _____ to apply for your MovNat course in the first week of June.

As requested, I ³ _____ my completed application form in English and a current medical certificate.

Please contact me if you require any ⁴ _____ information.

I hope to ⁵ _____ from you soon.

Yours ⁶ _____

Jens Schmidt

Dear Sir / ⁷ _____

I would ⁸ _____ to request a refund for the T-shirt that I purchased from your company.

Please find ⁹ _____ the T-shirt and my completed returns form.

Please inform me if you require any further ¹⁰ _____.

I look forward to ¹¹ _____ from you.

Yours ¹² _____

Mitsuki Akimoto