

You are going on a business trip for three days. Ask your friend to look after your dog when you are away.

- write something about the dog
- explain what your friend has to do with the dog
- give information about your departure and arrival

Hi Mark,

I _____ going on a business trip to Germany for three days. Can you look _____ my dog? I'm leaving next Monday _____ 7 o'clock in the morning and I'm coming back _____ Wednesday evening at about 6. My dog _____ very small. He is called Ben and he _____ three years old. He is very playful and he likes children very _____ so you can take him home. You must give him food and water and take him for a _____ twice a day. Let me _____ if you can help me. Thanks a _____.

Yours,

Tom