Formal letter asking for information

The following letter contains 11 mistakes (spelling, vocabulary, word order, grammar). Underline the mistakes and write the correct forms on the lines !

Dear Sir/Madam,
I am writing in regard to your advertisement about the lunar colony what I saw in the Daily News on 25th August. I have always been fascinated with missions to the moon and I would therefore like to take some inquiries.

To begin it, in your advertisement you mention that interested candidates will have to meet certain requirements. I would therefore be interested in knowing what these requirements are. Furthermore, acording to your advertisement, candidates will undergo a training process that will prepare them for this mission. I would appreciate it if you can tell me what this process involves and how long will it last.

In addition, I would like you to inform me about return trips for Earth and how often they will be organised for lunar residents. Last but not less, I would be greatful for information concerning recreational and sport facilities residents will have access to.

I would like to thank you in advance to your assistance. I look forward to hearing from you at your earlyest convenience.

Yours faithfully,
Betty Parker

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

10. _____ 11. _____ 12. _____

Read the following letter and put the words in brackets into the correct form !

Dear Sir/Madam,

I am writing to you as I am interested in finding out about your _____(**organize**) .I have, on various occasions, heard about your active _____(**involve**) in environmental campaigns. Given that I am very interested in environmental issues I would like to ask some questions with a view to becoming a member.

To begin with, I would like to know how often _____(**meet**) that inform members of environmental issues are held, and where they take place. The reason for my enquiry is that the location of the venue will determine my _____(**attend**). I would also be interested in knowing whether the talks you mention. are given by experts in the field or by members of your _____(**associate**).

In addition, I would be grateful if you could inform me as to whether there is an extra charge for newsletters you publish. Finally, I would like to know if there is a reduced _____(**member**) fee for students.

Thanking you in advance for your time and _____(**assist**). I look forward to hearing from you at your _____ (**early**) convenience.

Yours faithfully,
Anne Taylor

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