

Choose the correct words to complete the email.

Dear Mike

We are very pleased you can come Sao Paolo.

to the airport to meet you at 14:00 on Monday.

Please let me know if there any problems with your flight.

We have a hotel near the office. I'll take you straight there so you can shower before the meetings start.

We have arranged a really nice restaurant for the evening. you eat meat?

Looking forward to you next week.

Regards

Dana