

Common Expressions Used in Replies

Fill in the blanks. Make sure that you only type **one word** as your answer.

Remarks: The answers are not case-sensitive.

1. Thank you for your email _____ the upcoming community event. I am writing to make some suggestions.



2. I was pleased to receive your letter _____ the planned activity. I am writing to share some thoughts.



3. In response to your email _____ the future community activities, I am writing to offer some ideas.



4. I have _____ the quotation for your reference.



5. I have pleasure in _____ the report for your information.

6. _____ please find the price list for your information.



7. We look forward to _____ from you soon.

8. Please feel free to contact me _____ you have any questions.



9. I _____ my ideas are useful.

10. Thank you for your _____.

