

Level: B2 Upper Intermediate

Skill: writing



Formal Email



Read the email and write a proper answer.

Subject: Forest of ideas

Dear Mr White,

I am writing to confirm details of the 'Forest of ideas' fair next month.

The fair will be held at the Marlon Hotel on 17th and 18th May, and we would like to invite you to a special pre-fair dinner for our most valued customers at 8 p.m. on May 16th.

Please confirm whether you are able to join us for this.

We look forward to seeing you at the fair.

Best regards,

Jana Petrova

Director of Marketing

Forest Advertising

Write a formal email.

Write **140 - 190** words in an appropriate style.