Email writing practice

1. **You've just received this mail. Read it carefully.**

From: Robert Harald. R.harald@baking.com
To: James Allen- j.callen@drex.com
Subject: investment advice
Dear Mr Allen,

Thank you for your phone call this morning. I am very pleased that you are interested in using our investment advice service and I look forward to seeing you on Wednesday. However, can I please change the time of our meeting to 3.30? I am very sorry, but I have another meeting at 2.30 and it may take a longer time. If 3.30 is not convenient for you, please let me know.

We have an information sheet about the investment services that the bank offers. A copy of this is attached. I can answer the questions you have on Wednesday. Please come to the bank and ask for me at the customer service desk

Regards,

Rober Harald

2. **Complete the reply email with the expressions from the box. There are more than you need.**

if any question or concerns arise/ Hello Robert/ Thank you for your email / with reference to information sheet Dear Mr Harald/ I've received the attached information sheet/ Dear Mr Robert/ when I arrive at the bank/ do not hesitate to contact me/ when I arrive at the office/ I'm pleased / I'm looking forward to our meeting

From: James Allen- j.callen@drex.com
To: Robert Harald. R.harald@baking.com
Subject: Re: Investment Advice Meeting

_____(1),

_____(2) I appreciate your willingness to adjust the meeting time to 3.30. _____(3) that change works for me, and I'll see you at that time on Wednesday.

_____(4)about the investment services that your bank offers, and I'll be sure to go through it in advance._____(5), I will bring them up during our meeting.

_____(6), I'll make sure to ask for you at the customer service desk.

_____(7) our meeting and discussing the investment advice services in more detail.

Best regards,

James Allen

LIVEWORKSHEETS