

Read the emails and write down the required information

Email 1:

Dear Miss Smith,

I am writing to you because I cannot attend the school trip on Friday. I have a doctor's appointment that day because I feel sick. My mom says I need to see the doctor.

I am sad to miss the trip, but I hope to join the next one.

Thank you for understanding.

Best regards,

Tom Brown

1. Greeting

2. Say what you can't do

3. Say why

4. Give more information

5. Say thank you

6. Closing

Email 2:

Dear Mr. Green,

I am writing to you because I cannot return the library book on time. I have to stay at home because I have a cold. My mom says I should rest and not go outside.

I will return the book as soon as I feel better.

Thank you for your understanding.

Sincerely,

Emma White

1.Greeting

2.Say what you can't do

3.Say why

4.Give more information

5.Say thank you

6.Closing

Email 3:

Dear Coach Johnson,

I am writing to you because I cannot attend soccer practice this week. I hurt my ankle while playing at home. The doctor says I need to rest for a few days.

I hope to come back to practice next week.

Thank you for your understanding.

Best regards,

Jack Green

1.Greeting

2.Say what you can't do

3.Say why

4.Give more information

5.Say thank you

6.Closing

Email 4:

Dear Mrs. Miller,

I am writing to you because I cannot complete my homework on time. I had high temperature yesterday I couldn't sleep and I have a head ache. I will try my best to complete it as soon as possible.

I apologize for the inconvenience.

Thank you for understanding.

Sincerely,

Lily Black

1.Greeting

2.Say what you can't do

3.Say why

4.Give more information

5.Say thank you

6.Closing
