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

_____

LIVEWORKSHEETS

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

_____

LIVEWORKSHEETS

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

_____

LIVEWORKSHEETS

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

_____

LIVEWORKSHEETS