APTIS: Formal Email

You are the member of a travel club. You received this email from the club.

Dear member,

We are writing that the famous travel writer, Mr David Price, will unfortunately not be able to attend our next club meeting. Although Mr Price will not be there to sign copies of his new book Around the World in Eighty Ways, members of the club will be able to buy a copy at the price of 25 pounds. If you would like to reserve a copy of the book, please contact the club secretary.

Write an email to the secretary of the club. Write about your feelings and what you would like to do. Write 120 – 150 words.

Complete the sample response email by using more formal words or phrases.

(1)_____ Club Secretary,

I received your email dated 16.03 and would like to let you know that I do hope Mr Price is well, and that the reason for his absence isn't too serious. Although, I am an (2) _____ fan of his travel writing in general, I think I will wait until I can (3) _____ a signed copy of his book. To be honest I am (4) _____ as I already have signed copies of his first two and was really looking forward to getting this one. (5)_____ if the club is planning on inviting him back soon. If not, I will look online to see if I can get a copy.

(6)_____,

Greg

LIVEWORKSHEETS