

Part 1: Email

An online store sent you an email.

Dear buyer,

You have informed us that the best time for delivery is in the evenings. In the event you are out, could you please tell us a place for our driver to leave your package?

Regards,

Brenda

Reply to Brenda's email:

- Tell her when you will be available to receive the delivery in the evening.
- Describe the place where the driver can leave your package if you are out.
- Explain the best option for the delivery driver to contact you.

