



The letter below is missing some formal phrases. Use the ones below to complete it.

I would like to know – I would appreciate it if you could – I would like to ask – I would be grateful if  
you could – Could you please tell me

Dear Ms. Smith,

I saw your advertisement in the paper. I am planning a birthday party for my sister and  
\_\_\_\_\_ you a few questions about your service.

First, my family would like to help with the decorations. \_\_\_\_\_ whether  
this will be possible? Also, all the guests love dancing, so this must be an important part of the  
entertainment. \_\_\_\_\_ if the entertainment includes dancing and whether

\_\_\_\_\_ guests  
you have a karaoke system. Finally, we are expecting around 75  
\_\_\_\_\_ tell me how much you charge for a party this size.

\_\_\_\_\_ send me your reply as soon as possible.

Yours sincerely,  
Greta Jones

### YOUR TURN NOW!!

You are helping to organise an end-of-year party for 250 students at your school. You have seen the advertisement below and have made some notes. Write your letter to the Funtime Party Planners. Use the phrases from exercise A above. \*\*Write the letter in your Writing Notebook! \*\*

## FUNTIME PARTY PLANNERS

Are you having a celebration?

Weddings, birthday parties, Christmas parties, special events...

We plan them all!!!!

Our service takes care of everything – food, entertainment, lighting, decorations  
and photography.

Save yourself time and trouble...and enjoy your party!

Write: Pam Burke, 10 Royal Road, York

Give details about your party

Have own photographer. Is this ok?

Cost?

When writing your letter think about language. Remember to use formal expressions and vocabulary.

