1 Match beginnings 1–10 with endings A–L. There are two extra endings.

	Dear	M
1	I am writing to enquire if	
2	I am writing in response to	
3	Please reply to	
4	Yours	
5	You can email me	
6	I would be happy to	
7	I look forward	
8	Would it be possible	
9	Please could you	
10	Thank you for your help in	

A the offer on your website.
B at Craig_Donaldons@web.mail
C to hearing from you soon.
D for you to return my wallet to me by post?
E sincerely,
F this matter.
G you are able to help me.
H I left my diary at your hotel.
I pay for the phone calls.
J about your advertisement.
K send me more details of your offer?
L this email.
M Mr Salmond,

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2 Complete the email with the words from the box. There are five extra words.

at	could	enquire	faithfully	forward
hope	if	in	matter	Mr
number	on	organise	possible	reply
response	sincerely	Sir	soon	would

Dear Sir / Madam,

I have booked a room at your hotel for four nights from September 10th till September 14th this year. I am writing to [1] _____ about taxi transfers to and from the airport. Would it be [2] _____ for a driver to meet me at the airport and bring me straight to the hotel? My flight arrives at 11.50 p.m. and I am worried about transport at that time of night. On the 14th, I have to leave at 4.20 a.m. I [3] _____ you are able to [4] _____ something, even at that time in the morning. [5] _____ you please tell me the cost of a taxi ride? Also, do I pay the driver or the hotel? Naturally, I [6] _____ be happy to pay more than the normal price of a taxi for this service.

Could you please [7] _____ to this email. You can email me [8] _____ toby17@bleep.mail or contact me [9] _____ my mobile. My mobile [10] _____ is +44 7700 900889

Thank you for your help in this [11] _____.

I look [12] _____ to hearing from you [13] _____.

Yours [14] _____,

Toby Blackstone

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