Activity 2: Match each section of the enquiry letter (1-9) with the appropriate gap on the blank (A-I)

A _____

B _____

C _____

D _____

E _____

F _____

G _____

H _____

I _____

1. We are currently using 6 Premier PCs in our mail- order. We have been pleased with their performance, but now require machines that will run faster.
2. M H Jansen
   Publicity Manager
3. I look forward to hearing from you.
4. Could you please let me know whether it is possible to upgrade the PCs to Pentium III and what the likely cost would be?
5. Dear Mr. Barnard
6. Mr. John Barnard
   Corporate Sales Department
   Procom Ltd
   58 Edison Street
   Canterbury
   Ken CT19 3TE
7. Yours sincerely
8. 12 May 20xx
9. The Read Box
   54 Streamside Road
   Cardiff CF1 JW

LIVEWORKSHEETS