

**Task 2: Denying a request via email.**

You have been asked to take part in a conference next weekend as a spokesperson for the company, but you already have plans. Send a polite email, explaining the situation:

- Use an appropriate greeting.
- Politely decline and explain the situation.
- Close the email appropriately.

Write your proposal in 60-80 words.

New message

To \_\_\_\_\_ ▾ Cc Bcc

From \_\_\_\_\_

Subject \_\_\_\_\_

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Send

