# Which email is formal and informal?

Delete Reply Reply All Forward Print

**To:** ian.sweeney@dbd.com
**From:** mark.peters@dbd.com
**Subject:** Meeting to discuss contract changes

**Attachments:** May23_Points_to_Discuss.doc

Hi Ian,

It was nice to speak to you today. Thanks for agreeing to meet with me. Just to confirm the date and time of our meeting: Monday 23 May at 2 p.m. My PA will let you know which meeting room we'll be using later in the week.

I'm attaching a list of points to discuss. Give me a call if you have any questions before the meeting.

Looking forward to seeing you on Monday.

Regards,

Mark

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To: armitage@fisher-grp.co.uk
From: caroline@rainbow-search.com
Subject: Meeting

Dear Mr Armitage

It was a pleasure to speak to you today. I'd like to take this opportunity to thank you for agreeing to meet with me next week.

I would also like to confirm the date and time of our meeting: 7.30 p.m. on Monday, 8 September in Rainbow Executive Search's offices at 11 Great Russell Street, London WC1.

Should you have any questions in advance of our meeting, please do not hesitate to get in touch with me.

I very much look forward to meeting you next Monday.

Yours sincerely

Caroline Jones

T: +44 (0)30 4454 3683
F: +44 (0)30 4454 3680
email: caroline@rainbow-search.co.uk
www.rainbow-search.co.uk

**We can often say the same thing in either a formal or less formal way.**
**Complete the table with sentences from the emails on the previous page.**

| Formal | Informal |
|---|---|
| 1 *It was a pleasure to speak to you today.* | It was nice to speak to you today. |
| I'd like to take this opportunity to thank you for agreeing to meet with me ... | 2 _____ |
| 3 _____ | Just to confirm the date and time of our meeting: |
| 4 _____ | Give me a call if you have any questions before the meeting. |
| I very much look forward to meeting you ... | 5 _____ |
| Yours sincerely | 6 _____ |

LIVEWORKSHEETS