Email Response Sentence Order

Instructions: Drag the sentences in the correct places below to make a good email response.

I am sorry but I need to reschedule my appointment because I am going to go to my

Thank you,
Jane Smith

Please email me with a new appointment date and time.

sister's wedding on that day.

Dear Sara Sanderson,

Biopsy Appointment

I am available the week of January 3rd – 7th.

Thank you for emailing me about my biopsy appointment on December 8th at 6pm.

To: Show BCC

Cc:

Subject: Plain Text

LIVEWORKSHEETS