Practice: Write numbers 1-7 to put the responses in the correct order.

___Second, the person who packed your order forgot to include a note of explanation about the envelopes.

___Dear Mr. Hayes:

___Let me explain what happened.

___First, we are currently out of envelopes but will get more at the end of the month.

___I apologize again and will complete your order as soon as possible.

___I have received your message about the problem with your order.

___Please let me know if you will still want the envelopes then.

LIVEWORKSHEETS