

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.