VE2C

Format of emails

The Manager, Anson Poon, has asked you to write an email to Freddy Chan, the CEO of your company, to propose setting up a corporate volunteer team. Drag and drop to complete the email with the hints given. An example has been given.

Mail

From: **e.g.** Chris Wong <chriswong@elitetrade.com>

To: .....

Cc: .....

Bcc: .....

Subject:

_____ Mr Chan

In response to the company's new initiative on community services, we would like to propose forming a corporate volunteer team. We believe that it would be a good idea to benefit the community and improve our company image. Forming a volunteer team will also demonstrate the company's commitment to social responsibility.

Thank you for considering this proposal. We look forward to discussing this further with you.

_____

Chris Wong

Hints

Volunteer Team	Freddy Chan <freddychan@elitetrade.com>
Yours sincerely	Chris Wong <chriswong@elitetrade.com>
Dear	Anson Poon <ansonpoon@elitetrade.com>

LIVEWORKSHEETS