

Level: B2 Upper Intermediate

Skill: writing

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Informal Email

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Read the email and write a proper answer.

Subject: Open day

Dear Dan,

Just a quick email to let you know that we'll organize an Open

day for you on Thursday or Friday next week.

Firstly, Eva Michelson, the Production Supervisor will show you

around the company at 9 a.m. Then, at 11 a.m. Hana

Angreava, who is responsible for Marketing would like to

introduce you to her team and explain the new products they

are working on right now. I am sure our cooperation will be

mutually profitable based on our previous experience.

Let me know which day is best for you and if you have any

questions or need any help.

All the best

Greg Davon

Write an informal email.

Write **140 – 190** words in an appropriate style.