Level: B2 Upper Intermediate

Skill: writing

Informal Email

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.

LIVEWORKSHEETS