

**From :** Ibrahim\_31@gmail.com

**To:** Dina.ezz.ghaly@gmail.com

**Cc Bcc**

**Subject:** My daily routine

Dear Ms. Dina,

I hope you are doing well. [I am writing to tell you about my daily routine.](#)

I wake up at 7:00 AM, brush my teeth, and take a shower. Then, I have breakfast. I eat things like cereal and toast with jam.

After breakfast, I start work at 9:00 AM. I work as a manager. I usually have a lot of things to do. I stop working for lunch, which I sometimes make at home or buy from a nearby restaurant.

After lunch, I get back to work until late afternoon. Then, I take a break to exercise for 30 minutes. It helps me stay healthy.

Once I am finished with work, I like to do things I enjoy, like exercising. Spending time with my family is also important to me.

Thanks for reading this email. Remember to tell me about your daily routine, too. I am looking forward to your answer.

Best regards,  
Ibrahim Al-Araby

 **LIVEWORKSHEETS**