Match the informal phrases 1-6 with a formal phrase.

1. Because of...
2. Can you tell us more about...?
3. Here are...
4. I've got some bad news.
5. What exactly do you need?
6. I've got some good news

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This email is too informal. Replace the underlined items with these formal phrases:

attend the event

if you could confirm your talk at your earliest convenience

We are writing to inform you

With best wishes

We would be honoured

Please do not hesitate to contact me

We realise this is a topic close to your own heart

should you require further details

We would be extremely grateful

Dear Mr Fuchs,

This is just to let you know[1] that the Chamber of Commerce in Birmingham is hosting a one-day event early next month on the subject of 'Beyond Culture Shock'.

We know this is the kind of stuff you are interested in[2] following the recent merger of the Savings Bank of Salzburg with the Midlands Savings Bank and the intercultural issues that subsequently arose. It would be great[3] if you could come[4] and give a plenary talk to the business community at large.

Thanks in advance[5] for letting us know as soon as possible if you can make it.[6] Please find attached a speaker's proposal form. Just get in touch with me[7] if you need more information.[8]

All the best,[9]

Frances Reynolds
Events Manager
Birmingham Chamber of Commerce
franreynolds@msb.co.uk

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