

## Unit 3: Functional language – Email requesting an update

### 1 Complete the email using the expressions in the box.

- a Could you let me know
- b I need your help with
- c I'd appreciate it if you could

- d I'd like to know if
- e Would it be possible to
- f Would you mind



**To:** Clara Newman

**From:** Claudia Gomez

**Subject:** Update

Dear Clara,

I hope you are well. It was good to catch up with you last week at the training course. I'm writing because <sup>1</sup>\_\_\_\_\_ the monthly report. I know you're busy but it's important. <sup>2</sup>\_\_\_\_\_ what the current position is? <sup>3</sup>\_\_\_\_\_ the first phase of the project is now complete. If not, what date do you have for completion? And is Dieter now working on the project? <sup>4</sup>\_\_\_\_\_ give me his starting date. <sup>5</sup>\_\_\_\_\_ sending me final figures for the project? Sorry to ask so many questions. <sup>6</sup>\_\_\_\_\_ have this information by tomorrow? I'd also like to request a meeting with the customer in Rome next week. I'd therefore be grateful if you could contact him and arrange it. I think that's all.

Kind regards,

Claudia