Part 1: Email
An online store sent you an email.

> Dear buyer,
>
> You have informed us that the best time for delivery is in the evenings. In the event you are out, could you please tell us a place for our driver to leave your package?
>
> Regards,
>
> Brenda

Reply to Brenda's email:

- Tell her when you will be available to receive the delivery in the evening.
- Describe the place where the driver can leave your package if you are out.
- Explain the best option for the delivery driver to contact you.

LIVEWORKSHEETS

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