



WRITING

emails to decline invitations

Complete the emails with the words in the box.

arrange convenient have
make office put

1

Hi Hugo and Piotr,



We need to have a meeting about the programme for the annual conference. Could we meet on Wednesday morning? I'm sorry it's such short notice, but we need to discuss it as soon as possible. Can you get back to me and let me know what time works for you?

Best wishes,

Joanna

2

Hi Joanna,



I'm afraid that Wednesday isn't ¹..... for me.

I'm out of the ²..... all day. I wonder if we could ³..... it for Thursday or Friday instead?

I'm free in the mornings. Let me know when suits you.

Regards,

Hugo

3

Hi Joanna,



Thanks for your email. I'm afraid that I can't ⁴..... the meeting. There's another meeting which I ⁵..... to go to on Wednesday morning. Would you mind if we ⁶..... it off until the following week?

Thanks,

Andrea

Find examples in emails 2 and 3 of when the writers do these things.

- 1 decline an invitation
- 2 give a reason
- 3 suggest an alternative

Write your own reply to email 1. Decline the invitation, give a reason why and suggest an alternative. Write at least 40 words.

