



Dear Hanno

I'm writing ¹_____ (tell) you about what I'm planning ²_____ (do) next year because it will affect you, and you may want ³_____ (think) about ⁴_____ (find) a replacement for me.

As you know, Ingrid has arranged for me ⁵_____ (send*) to the Seoul office ⁶_____ (oversee) the new branch out there. I originally expected ⁷_____ (be) away for six months. However, I would like ⁸_____ (explore) that part of the world. I asked Ingrid if she would consider ⁹_____ (let) me have an extended break, and she has agreed ¹⁰_____ (give) me an additional six months' unpaid leave.

This means I'll be away for a year, which I appreciate is not ideal for you. However, it is very important for us ¹¹_____ (keep) you as a client, so Ingrid has suggested ¹²_____ (take) over the day-to-day running of your account herself. I'm sure you'd enjoy ¹³_____ (work) with her, but I thought it was important ¹⁴_____ (check) that you would be happy about ¹⁵_____ (collaborate) with her.

Please let me know your feelings about this, and contact me if there is anything you want ¹⁶_____ (discuss).

I look forward to ¹⁷_____ (hear) from you.

Dan

* TIP: active or passive?