Purpose of Letters

1. **"I am writing to inform you that our class trip will take place next Monday."**

What is the purpose of this letter?

A. To apologize
B. To invite
C. To inform
D. To thank

2. **"I am writing to ask if I may borrow your notebook for today."**

What is the purpose of this letter?

A. To thank
B. To request
C. To apologize
D. To inform

3. **"I am writing to thank you for helping me with my homework."**

What is the purpose of this letter?

A. To invite
B. To request
C. To inform
D. To thank

4. **"I am willing to say sorry for arriving late to school yesterday."**

What is the purpose of this letter?

A. To inform
B. To request
C. To apologize
D. To invite

5. **"I am willing to invite you to my birthday party this Saturday."**

What is the purpose of this letter?

A. To thank
B. To apologize
C. To inform

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D. To invite

6. **"I could not come to your party yesterday. I am very sorry."**

What is the purpose of this letter?

A. To inform
B. To apologize
C. To thank
D. To request

7. **"Please come to my birthday party on Saturday at 3 p.m."**

What is the purpose of this letter?

A. To invite
B. To inform
C. To thank
D. To apologize

8. **"Thank you for helping me with my homework last week."**

What is the purpose of this letter?

A. To thank
B. To request
C. To inform
D. To apologize

9. **"I am sick today, so I cannot come to school."**

What is the purpose of this letter?

A. To inform
B. To apologize
C. To request
D. To inform

10. **"I would like to borrow your storybook for one week, please."**

What is the purpose of this letter?

A. To apologize
B. To thank
C. To request
D. To inform

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11. **“I am very sorry for breaking your pencil yesterday.”**

What is the purpose of this letter?

A. To apologize
B. To request
C. To thank
D. To inform

12. **“You are invited to our school sports day next Friday at 9 a.m.”**

What is the purpose of this letter?

A. To inform
B. To invite
C. To apologize
D. To request

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