

Choose the correct options to complete the emails.

1.

Dear Sir,

_____ the poor sales last month. I _____ create an action plan to increase sales next month. You will have access to all the information related to the Sales department and if you need anything that is not there, just talk to the head of the department.

_____,
Mr. Smith

2.

Dear Madam,

_____ the idea for a charity concert next weekend. _____ contact the different bands that might participate in the concert?

I look forward to hearing from you,

Mrs. Schwarz.

3.

Dear Mr. Balik,

_____ the unfortunate events that took place at school last week. _____ send us the tape of camera 4 from March 22nd, 7:45 a.m. – 8:30 a.m. This will help the police with the investigation.

Yours sincerely,

Mrs. Pratt

4.

Dear Mrs. Bell,

_____ my daughter, Denise Jones, who deliberately broke a window from her classroom on April 23rd.

_____ by her and _____. This will not happen again, I can assure you.

_____,

Mrs. Pitt

5.

Dear Sir,

_____ your service provided at the restaurant "El Extranjero". I was charged an incredibly ridiculous amount of money for just a cup of coffee and a sandwich! It all cost 30 dollars! That's an abuse! Also, _____ your waiter asked me for an extra tip just because he thought I was not paying enough!

Sincerely,
Mrs. Apfel