General English

LETTER WRITING

with Afla Lukman

Let's complete this letter. Add the correct **number** in the blanks.

No: 22,
Grand Mosque Road,
Puttalam
21st April 2021

Ms. Helena Thompson
Director of Europe Leading
International Tourism
Consulting Firm
14, Galle___5___,
Colombo 6.

Dear Ms. Thompson,
Applying for the position of Reader in Economics
I am _____in applying for the above position _____in The Sunday Observer. My resume is _____for your review. I am confident that my _____and past experience could make great contributions to your _____. Therefore I would appreciate the _____to discuss my qualifications for this _____in greater detail with you in person at your earliest_____.
_____you for your consideration and I look _____to hearing from you.

Yours sincerely,
Amal Raha
AMAL RAHA

1. position 2. convenience 3. interested 4. forward 5. road 6. skills 7. thank 8. attached 9. opportunity 10. organisation 11. advertised

LIVEWORKSHEETS