An email to confirm an appointment

Task 1

Put the words in the correct groups.

Emerald Towers | Thursday | Astana offices | Arina Marat, HR Assistant | Sofia Aronov, HR Manager | reception on the 26th floor | 3 p.m.

Where (places)	Where (places)	Where (places)

Task 2

Write words to complete the email.

From: jane.claret@example.com
To: arina.marat@regal50.com
Subject: Re: Your appointment on 14 March

(1) ..... Ms Marat,

(2) ..... you for your email confirming my (3) .....

with Mrs Aronov. I'm (4) ..... to check if I should bring any ID with me on Thursday 14 March.

I look (5) ..... to meeting you soon.

Best (6) .....,

Jane Claret

LIVEWORKSHEETS