

Put the verbs into the correct tense.

Dear Dan,

Just a quick email to let you know that we.....(organise) an Open day for you on Thursday or Friday next week.

Firstly, Eva Michalson , the Production Supervisor,..... (plan) to show you around the company at 9 a.m. Then, at 11 a.m. Hana Angreave, sho is responsible for Marketing would like to introduce you to her team and explain the new products they.....(work) on right now. I am sure our cooperation(to be) mutually profitable based on our previous experience.

Let me know which day is best for you and if you have any questions or need any help.

All the best

Greg Davon