

Dear student,

In response to your recent email, I wanted to clarify your doubt regarding the enrolment process. This will be opened on the 23rd of February and every student who has the English language certification can access to it.

Do not hesitate to contact me if you have further questions.

Regards,

Simon Smith
Secretary Department
simonsmith@university.com

To whom it may concern,

I am contacting you concerning the shipment with number 02847639292# ordered last Saturday 18th of November. Would it be possible to know when it will arrive? It was scheduled for last Wednesday 22nd of November, but it did not arrive.

If you need more information about the order, do not hesitate to contact me.

I am looking forward to hearing news from you.

Regards,

Lion Lee

Dear Madam,

I am pleased to inform you that you have been accepted at the University of Oxford. Please, find attached more information about the welcoming dates.

Kind regards,

International relations
international@universityoxford.com
04008, Oxford.

Dear Sir,

I am contacting you with regard to your last request. To answer to it, we need more information about your professional experience.

If you need further instructions, do not hesitate to contact me.

Best regards,

Marianne Zach
Human Resources Department
mariannez1@humanresources.com

To whom it may concern,

Thank you for your email. I am pleased to become part of your University.

Best regards,

Mary Court

Dear Sir,

I am writing with regard to your recent reply. Would it be possible for you to send me the information about the language requirements? I am afraid I did not receive this information and I want to verify that my English certificate is valid.

Thank you for taking the time to reply to my email.

Best regards,

Alana Marshall

Dear Madam,

Please, find attached my CV. If you need more details, I would be pleased to send you additional information.

Kind regards,

Robert Hastings

Dear Sir,

We are afraid we are unable to update you with the latest news. We need to receive more information about the email address.

We are sorry for any inconvenience.

Regards,

WIR
International queries department
+92132837278

Feather Stone  **LIVEWORKSHEETS**