3 Complete the letters with the words in the box.

additional	~~Dear~~	details	enclose	enclosed	faithfully
hear	hearing	like	Madam	sincerely	wish

[1] *Dear* Mr Thompson

I [2] _____ to apply for your MovNat course in the first week of June.

As requested, I [3] _____ my completed application form in English and a current medical certificate.

Please contact me if you require any [4] _____ information.

I hope to [5] _____ from you soon.

Yours [6] _____

Jens Schmidt

Dear Sir / [7] _____

I would [8] _____ to request a refund for the T-shirt that I purchased from your company.

Please find [9] _____ the T-shirt and my completed returns form.

Please inform me if you require any further [10] _____.

I look forward to [11] _____ from you.

Yours [12] _____

Mitsuki Akimoto

LIVEWORKSHEETS