

How to write an email to ask a colleague to do something (A2)

1. Fill in the gaps

: Stefan Herrera
: Julia
: Stable Feeds Contact Information

, Julia!



I'm Stefan, the new account manager. Could you send me the contact information for Stable Feeds' inventory manager? I'm trying to reach out to Stable Feeds for their monthly order, but I can't find their information in the database. You can send it here or over text.

I'll be in the office until 5:30 pm today, and I'll be back at 9 am tomorrow. I would like to try reaching out to them before lunchtime tomorrow, if possible.

Stefan Herrera



2. Answer to the following questions about the email.

- Who is the new account manager?
- What does he want?
- Where does he want you to send that information?
- When will Stefan be in the office?



3. Mark the following statements as true or false.

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| - You have to give a deadline if you can. | T / F |
| - You don't have to give specific dates. | T / F |
| - You have to put the question in the first or second sentence | T / F |
| - You don't need to greet your reader | T / F |
| - You have to use a clear, direct subject line. | T / F |