

Format of emails

The Manager, Anson Poon, has asked you to write an email to Freddy Chan, the CEO of your company, to propose setting up a corporate volunteer team. Drag and drop to complete the email with the hints given. An example has been given.

 **Mail**

From: e.g. Chris Wong <chriswong@elitetrade.com>

To: _____

Cc: _____

Bcc: _____

Subject: _____

_____ Mr Chan

In response to the company's new initiative on community services, we would like to propose forming a corporate volunteer team. We believe that it would be a good idea to benefit the community and improve our company image. Forming a volunteer team will also demonstrate the company's commitment to social responsibility.

Thank you for considering this proposal. We look forward to discussing this further with you.

Chris Wong



Hints

Volunteer Team

Yours sincerely

Dear

Freddy Chan <freddychan@elitetrade.com>

Chris Wong <chriswong@elitetrade.com>

Anson Poon <ansonpoon@elitetrade.com>