Level: B2 Upper Intermediate

Skill: writing

Informal Email

Read the email and write a proper answer.

Subject: New office
Hi John,
How are things? Hope you're setting in your new office. Just to let you know that the laptop we ordered for you is on its way. I'm going to be away for a few days, so get in touch with Mike if you need anything else.
Btw, I had a look at your ideas for the new project and they seem pretty interesting. We'll talk about them when I get back.
See you on Monday.
Rgds,
Phillip

Write an informal email.
Write **140 - 190** words in an appropriate style.

LIVEWORKSHEETS