

## Questions 6-7: Written Requests

For these questions you will have to respond in writing to an email request. You will have ten minutes to read and respond to each question.

### Question 6:

From: Joey Green  
To: Monica Buffey  
Subject: Concern Regarding Your Recent Dining Experience  
Sent: May 23, 10:45 A.M.

Dear Ms. Buffey,

I hope you are well. I'm sorry to hear that your recent visit to our restaurant did not meet your expectations. Could you please provide more details about the issues you experienced?

We look forward to your feedback and hope to provide a better experience on your next visit.

Best regards,  
Joey Green

**Direction:** Respond to the email as if you are Monica Buffey. In your email, explain TWO problems and make ONE request.



### Question 7:

Read the e-mail below.

From: James Parker, Office Manager

To: All employees

Subject: Moving offices

Sent: August 16, 2:35 P.M.

We are going to be moving our current office to another section of this building from Monday to Wednesday next week. I would like all staff members to be involved in this process. Please tell me on which of these days you can participate.

Thank you,

James

Respond to the e-mail as if you are an employee of James Parker. In your e-mail, suggest ONE time that you would like to participate and ask TWO questions about the move.

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