

## Read the emails and write down the required information

### Email 1:

Dear Miss Smith,

I am writing to you because I cannot attend the school trip on Friday. I have a doctor's appointment that day because I feel sick. My mom says I need to see the doctor.

I am sad to miss the trip, but I hope to join the next one.

Thank you for understanding.

Best regards,

Tom Brown

### 1.Greeting

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### 2.Say what you can't do

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### 3.Say why

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### 4.Give more information

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### 5.Say thank you

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### 6.Closing

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**Email 2:**

Dear Mr. Green,

I am writing to you because I cannot return the library book on time. I have to stay at home because I have a cold. My mom says I should rest and not go outside.

I will return the book as soon as I feel better.

Thank you for your understanding.

Sincerely,

Emma White

**1.Greeting**

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**2.Say what you can't do**

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**3.Say why**

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**4.Give more information**

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**5.Say thank you**

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**6.Closing**

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**Email 3:**

Dear Coach Johnson,

I am writing to you because I cannot attend soccer practice this week. I hurt my ankle while playing at home. The doctor says I need to rest for a few days.

I hope to come back to practice next week.

Thank you for your understanding.

Best regards,

Jack Green

**1.Greeting**

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**2.Say what you can't do**

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**3.Say why**

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**4.Give more information**

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**5.Say thank you**

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**6.Closing**

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**Email 4:**

Dear Mrs. Miller,

I am writing to you because I cannot complete my homework on time. I had high temperature yesterday I couldn't sleep and I have a head ache. I will try my best to complete it as soon as possible.

I apologize for the inconvenience.

Thank you for understanding.

Sincerely,

Lily Black

**1.Greeting**

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**2.Say what you can't do**

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**3.Say why**

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**4.Give more information**

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**5.Say thank you**

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**6.Closing**

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