1. Email to Inform Travelling and Card Use

To: manager@gmail.com

From: sh.malik@gmail.com

Subject: Travel Notice and Card Use Outside Canada

Dear Bank Manager,

My name is Shayyan Malik. I have a chequing account at your bank. My account number is 123456789.

I am travelling outside Canada to Syria next month from May 29th to June 20th,2025. I want to use my bank card during my trip. Please make sure my card will work outside the country.

If you have any questions, please email or call me anytime.

I look forward to hearing from you soon.

Thank you,
Shayyan Malik
Phone: 780-123-4567

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2. Email to Request to Close Account

To: manager@gmail.com

From: shabana@gmail.com

Subject: Request to Close My Bank Account

Dear Bank Manager,

My name is Abraham Tkele. My account number is 123456789.

I would like to close my bank account, because I am moving back to my country. Please let me know what steps I need to take. I can come to the bank if needed.

Waiting for your reply.

Thank you,

Abraham Tkele
Phone: 780-123-4567

LIVEWORKSHEETS

3. Email to Make an Appointment for Life and Home Insurance

To: manager@gmail.com

From: tina.t@gmail.com

Subject: Appointment Request for Life and Home Insurance

Dear Bank Manager,

My name is Tina Tran. I have a chequing and savings account at your bank. My account # is 1256-635-9685.

I am planning to buy a new house and would like to buy insurance from your bank. I would like to talk to someone about life insurance and home insurance.

Can I make an appointment, please? I am available on weekdays after 3:00 p.m.

Waiting for your reply. Thank you,
Tina Tran
Phone: 780-123-4567

Subject: Request for Appointment to Discuss Extra Charges

Dear Bank Manager,

My name is Tina Tran. I have a chequing account with your bank. My account number is 123456789.

I saw some extra charges of $25 on my bank statement on April 28, 2025. I do not understand these charges. I would like to talk to you about them.

Can I make an appointment to meet you, please? I am available on weekdays after 3:00 p.m.

I hope to hear from you soon.

Thank you,
Tina Tran
Phone: 780-123-4561

LIVEWORKSHEETS

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