Complete this email with the correct form of the verbs in brackets.

Dear Hanno

I'm writing [1]_____ (tell) you about what I'm planning [2]_____ (do) next year because it will affect you, and you may want [3]_____ (think) about [4]_____ (find) a replacement for me.

As you know, Ingrid has arranged for me [5]_____ (send*) to the Seoul office [6]_____ (oversee) the new branch out there. I originally expected [7]_____ (be) away for six months. However, I would like [8]_____ (explore) that part of the world. I asked Ingrid if she would consider [9]_____ (let) me have an extended break, and she has agreed [10]_____ (give) me an additional six months' unpaid leave.

This means I'll be away for a year, which I appreciate is not ideal for you. However, it is very important for us [11]_____ (keep) you as a client, so Ingrid has suggested [12]_____ (take) over the day-to-day running of your account herself. I'm sure you'd enjoy [13]_____ (work) with her, but I thought it was important [14]_____ (check) that you would be happy about [15]_____ (collaborate) with her.

Please let me know your feelings about this, and contact me if there is anything you want [16]_____ (discuss).

I look forward to [17]_____ (hear) from you.

Dan

** TIP: active or passive?*

LIVEWORKSHEETS