1 Match beginnings 1–10 with endings A–L. There are two extra endings.

Dear   M

1 I am writing to enquire if
2 I am writing in response to
3 Please reply to
4 Yours
5 You can email me
6 I would be happy to
7 I look forward
8 Would it be possible
9 Please could you
10 Thank you for your help in

A the offer on your website.
B at Craig_Donaldons@web.mail
C to hearing from you soon.
D for you to return my wallet to me by post?
E sincerely,
F this matter.
G you are able to help me.
H I left my diary at your hotel.
I pay for the phone calls.
J about your advertisement.
K send me more details of your offer?
L this email.
M Mr Salmond,

2 Complete the email with the words from the box. There are five extra words.

> at could enquire faithfully forward
> hope if in matter Mr number on
> organise possible reply response
> sincerely Sir soon would

Dear Sir / Madam,

I have booked a room at your hotel for four nights from September 10th till September 14th this year. I am writing to [1]_____ about taxi transfers to and from the airport. Would it be [2]_____ for a driver to meet me at the airport and bring me straight to the hotel? My flight arrives at 11.50 p.m. and I am worried about transport at that time of night. On the 14th, I have to leave at 4.20 a.m. I [3]_____ you are able to [4]_____ something, even at that time in the morning. [5]_____ you please tell me the cost of a taxi ride? Also, do I pay the driver or the hotel? Naturally, I [6]_____ be happy to pay more than the normal price of a taxi for this service.

Could you please [7]_____ to this email. You can email me [8]_____ toby17@bleep.mail or contact me [9]_____ my mobile. My mobile [10]_____ is +44 7700 900889

Thank you for your help in this [11]_____ .

I look [12]_____ to hearing from you [13]_____ .

Yours [14]_____ ,
Toby Blackstone

LIVEWORKSHEETS