

Dear Mr. Perkins,

I am writing in _____ to the email I _____ from you
on the 21st May 2021. I am _____ I will be _____ to
attend our meeting _____ a work meeting _____ on
the same day. The only _____ to this is to _____ a
meeting on another day. _____ it be possible to meet on the
1st of June 2021?

Do not _____ to contact me _____ you get the
chance. I would be extremely _____ if you could reply to my
email as soon as possible.

I look _____ to hearing from you soon.

Yours _____ ,

Laura Adams

due to, afraid, unable, whenever, response, grateful, received, solution, sincerely, arrange, would, hesitate, arranged, forward
