

ID IMRH-1, WEEK 11

Asking for permission using emails

Complete the 2 emails with the missing words from the box.

EMAIL

Off	understanding	Would	Gomez
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Email Template ✕

TITLE* ☒ Personal ☐ Shared

Required

SUB

B **I** **U** **A** **T**

Dear Mr. _____,

I hope you find very well. _____ it be possible for me to take Friday _____? My mother has a doctor appointment in Mexico Hospital and there is nobody to go with her. As she is an elderly person I would like to accompany her. Thanks for your _____.

Sincerely,

Ana María Rodríguez.

Add attachment Cancel Save

EMAIL #2

Would

Sincerely

permission

Could

Email Template



TITLE*

☒ Personal ☐ Shared

Required

SUB

B *I* U **A** *T*

Dear Mrs. Vargas,

_____ I ask you a favor? I _____ like to ask for
_____ to leave early tomorrow. My husband has to
work. I need to stay home with my little girl. She has a lot
of homework and I would like to help her.

_____ ,

Ana María Rodríguez.

Add attachment

Cancel

Save