3 Read and match.

Read the information about the structure of the email in Activity 1.
Match the sentences/definitions to words in the boxes.
Write the answers in your exercise book.

1. This part gives general information about the entrepreneur, the purpose and location of the company.
2. This part tells you about the nature of the business and how it benefits customers.
3. This part identifies the amount of money required and the period of repayment.
4. This part mentions the documents and proofs to be sent along with the email.

a attachments

b overview

c business description

d request

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