Unit 8: Writing a formal letter

Complete the letter with the words on the right.

Dear Sir or _____,

I am _____ a meal to _____ my grandmother's 70th birthday.

I would like to book a table for eight people on Sunday 28th June at 12.30 p.m.

Could you let me know if this is _____?

I have some more questions. _____, my grandmother does not eat meat.

Could you please tell me what vegetarian meals are _____?

_____, do you have a table in the garden room?

I look forward to _____ from you soon.

Yours faithfully, Anthony Cheney

- possible
- available
- Madam
- celebrate
- organizing
- hearing
- First
- Secondly

THE END

LIVEWORKSHEETS