



A2 ELEMENTARY

WRITING AN EMAIL



Match the three emails and their answers.

1

Sent: TUESDAY 16.21

Dear Ricardo,

I hope you're well. Could you let me know when you're free for a meeting this week, please?

Best wishes,

Tanit

2

Sent: WEDNESDAY 9.45

Dear Mrs Zammit,

I'm writing about the weekend photography course next January. Could you send me some information about it, please?

Many thanks.

Yours sincerely,

Takashi Itou

3

Sent: MONDAY 11.56

Hello Roz,

How are you? I have a quick question. Can I bring my brother to your party tomorrow night?

Love,

Sally x

a

Sent: MONDAY 20.16

Hi ¹ _____,

Of course your brother can come! It will be nice to meet him.

See you tomorrow!

² _____,

³ _____ x

b

Sent: WEDNESDAY 10.15

⁴ _____,

Thanks for your email. Can we meet on Friday? I'm free all day.

Regards,

⁵ _____

c

Sent: FRIDAY 12.19

Attachment: course-info.doc

⁶ _____,

Thank you for your interest in the course. I'm attaching all the information you will need but please tell me if you have any more questions.

⁷ _____,

Eliza ⁸ _____

REGISTER

Dear Kelly,

Best wishes,
Regards,

Semi-Formal

Informal

Hi! Hello Janet!

All the best,
Love,
See you,

Formal

Dear Mr. Smith,

Yours sincerely,

