**Register: Emails/Letters - KEY**

To: roger.jones@yummy.com

Cc:

Subject:

Hello Mr. Roger Jones:

I got the letter you sent on 1st September, and the stuff about the stock control system you make. It sounds great for us, but I want to check some things before we buy it. You said the system is bang up-to-date, but what happens if you update it again soon? Do we get money off the new one? You said it takes 3 weeks to install the system – that’s too long! Can’t you do it any quicker? Hope (ellipsis) you can reply soon, we’re in a bit of a hurry.

Thanks,

Janet Brown

1. Rewrite the email into a more formal email (ca. 140-180 words), using expressions from Moodle, e.g. from “Sample: email/letter” or the other sections.

To: roger.jones@yummy.com

Cc:

Subject: Stock control system

Dear Mr. Jones,

Thank you for your email of 1st September and the information you sent regarding the stock control system offered by your company. I certainly feel the system will meet our requirements. However, there are some points which I would like clarified before we go ahead and order the system.

Firstly, although you mentioned that the system has recently been updated, I wondered whether we might be eligible for a discount on any future upgrades.

Secondly, the installation and implementation period of three weeks, to which you refer in your email, seems rather long. Is there any possibility of getting the system up and running on a shorter timescale?

I would be very grateful for a swift response to these queries, in order that we can begin the process as soon as possible.

Thank you in advance for your assistance. I look forward to your reply.

Yours sincerely,

Ms J. Brown