

## FORMAL EMAIL

To: Oswaldo Navarez

From: Emmanuel Anguiano

Dear mr Navarez

I hope you are well. Im writing to you about your new "XS computer" unfortunately, my team of Microsoft and me, are so saddened because the computer you ordered in tihs momento is sold out.

I'd be happy to preview in 2 weeks you can pick up your computer in the store. For this inconvenient I give you 2 free months of Windows 10.

Thank for buying with Microsoft and enjoy the life.

Mr Emmanuel.

Boss of Microsoft.