|  |  | WRITING  UNIT 1 |  |
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# **FORMAL E-MAIL**

ASSUMPTION:

**You work for a well-known multinational company, APPLICATION MANAGER. You and your team have realized that an error has occurred and the project won’t be ready by the scheduled date. Write an email to your boss to call an urgent meeting to discuss what happened.** (180 words)

REMEMBER TO FOLLOW THE STRUCTURE!