

FORMAL AND INFORMAL EMAILS

1. Match the informal expressions in the first column with the formal expressions in the second column.

a) Let us know if you're coming b) Feel free to... c) Can you please... d) Best wishes e) I won't be able to attend f) As asked... g) I'm looking forward to seeing you	1) Do not hesitate to... 2) Regards 3) As requested 4) I look forward to seeing you 5) Could you please confirm your attendance 6) I will be unable to attend 7) We would be grateful if you could
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2. In the following formal and informal emails, there are some missing words. Fill in the gaps with the appropriate word. There are two extra words in each email.

- 1) ***appointment / would / unable / hesitate / faithfully / afraid / grateful / please / sincerely / forward / due to***

Dear Mr. Perkins,

I am writing in response to the email I received from you on the 21st July 2019. I am I will be to attend to our meeting a work meeting arranged on the same day. The only solution to discuss our differences would be to meet another day. it be possible to arrange another? Do not to contact me with regard to our meeting. I would be if you could inform me about a new date as soon as possible.

I look to hearing from you,
Yours,

Tony Bross

- 2) ***feel free / regards / happy / can / sorry / hello / asap / won't be able / looking / tell / re / because***

Dear Peter,

I'm writing to you about your last email. but Ito go to our meeting I have a work meeting on the same day. We can only talk about our differences if we meet another day. we see each other another day? to call me when you find a time to meet. I would be if you couldme about the day

..... forward to hearing from you,

.....,

Tony