Dear Phil,

I’m Li Hua, a Chinese student **studying** in Nottingham University.

I am **organizing** a seven-day trip to Scotland during the coming winter

vacation for 32 Chinese students in our school. Therefore, I’m writing

to **confirm** some **relevant** details with you.

I hope you can **arrange for** a coach which will **take us to** Scotland

and then **bring us back to** Nottingham. We also need a guide who

can speak standard English and knows Scotland well. **I would be**

**very grateful if** you could **inform me of** the **schedule**, **accommodation**,

meals as well as how much each of us has to pay.

If you have **worked out** all the above **arrangements**, please either

**email me to** Jackwang@yahoo.com.cn or **call me at** 07747745007.

**Looking forward to your reply at your earliest convenience.**

Dear Phil,

I’m Li Hua, a Chinese student studying in Nottingham University.

I am organizing \_\_\_\_\_\_\_\_\_\_\_\_during the coming winter

vacation for \_\_\_\_\_\_\_\_\_\_\_. Therefore, I’m writing to \_\_\_\_\_\_\_\_\_\_\_\_\_.

I hope you can **arrange for** a coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and then \_\_\_\_\_\_\_\_\_\_\_. We also need a guide \_\_\_\_\_\_\_\_\_\_\_\_\_. I would be

very grateful if \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have worked out all the above arrangements, please either

\_\_\_\_\_\_\_\_\_ Jackwang@yahoo.com.cn or \_\_\_\_\_\_\_\_\_ 07747745007.

Looking forward to your reply at your earliest convenience.

Dear Phil,

I’m Li Hua, a Chinese student studying in Nottingham University.

I am organizing \_\_\_\_\_\_\_\_\_\_\_\_ during \_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_. Therefore, I’m writing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hope \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We also \_\_\_\_\_\_\_\_\_\_\_\_. I would \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you \_\_\_\_\_\_\_\_\_, please \_\_\_\_\_\_\_\_\_\_Jackwang@yahoo.com.cn or \_\_\_\_\_\_\_\_\_\_\_\_07747745007.

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Dear Phil,

I’m Li Hua, a Chinese student studying in Nottingham University.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [\_\_\_\_\_\_\_\_\_\_Jackwang@yahoo.com.cn](mailto:__________Jackwang@yahoo.com.cn) or \_\_\_\_\_\_\_\_\_\_\_\_07747745007.

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