

An e-mail requesting a meeting

To: Programming Department

From: Ben Sanders

Dear All,

I would like to Schedule a meeting to present the company's plans for next year's new products. We'd like to hold the meeting on Tuesday, 5th April, from 10.00 till about 12, in the conference room, on the first floor.

I hope this is convenient for you all. Please confirm your participation or let me know if you cannot attend the meeting.

Regards,

Ben Sanders

Head of Programming

An e-mail accepting an invitation to a meeting

To: Ben Sanders

From: Susan Peterson

Dear Ben,

Thank you for your email regarding the meeting on Tuesday, 5th April. I would like to confirm my attendance. Would you like me to send you my product analysis report?

Looking forward to the meeting.

Regards,

Susan Peterson

An e-mail declining an invitation to a meeting

To: Ben Sanders

From: Susan Peterson

Dear Ben,

I've just received your email regarding the meeting on Tuesday, 5th April.

Unfortunately, I've got a previous commitment that day which I cannot cancel.

Can you reschedule for the following day- Wednesday, 6th April?

I apologise for the inconvenience.

Kind regards,

Susan Peterson

USEFUL LANGUAGE

Inviting:

- I would like to arrange /schedule a meeting...
- I would like to invite you to a meeting which will take place on (date), in (place), at (time)...
- I am writing to inform you about the meeting which will be held on...

Accepting:

- Thank you for your email regarding...
- I would like to confirm my attendance.
- I'm available on that day.
- Would you like me to send you....?
- Looking forward to our meeting.

Declining:

- Unfortunately, I won't be able to attend...
- I'll be tied up on that day as / because / since...
- I can't make it for that day as something's come up...
- I'm afraid I won't be able to...
- I won't be available on that day as...
- Can we reschedule for...?
- I apologise for the inconvenience.

Ending:

- Your sincerely (when you know the person you address: Dear Mrs...)
- Yours faithfully (when you DON'T know the person you address: Dear Sir or Madam)
- Kindest /kind regards
- Best wishes