**Title: An email requesting a meeting.**

To: Program Depart

From: Bem Sanders

Asunto: Meeting

Dear colleagues,

Me gustaría organizar una reunión para presentar los planes de la empresa para el año próximo. La reunión tendŕa lugar el martes 5, de abril, de 10a.m a las 12am aproximadamente, en la sala de conferencias, en la primera planta.

Por favor confirmad vuestra asistencia o hacedme saber si no podéis asistir a la reunión.

Saludos,

Firma: Bem Sanders,

Puesto: Jefe de Programación

**Title: An email requesting a meeting.**

To: Program Depart

From: Bem Sanders

Subject: Meeting

Dear colleagues,

I would like to organize a meeting to present the business plans for the next year. The meeting will have to be on Tuesday, 5th April, from 10:00 am. to 12:00 am approximately, on the conference room, on the first floor.

Please confirm your assistance or (you have to inform me) if you can’t come to the meeting.

Regards,

signed by Marco Batista,

Job Position: Programme Boss

**CORREGIDO**

To: Program Depart

From: Bem Sanders

Subject: Meeting

Dear colleagues,

I would like to organize a meeting to present the business plans for **~~the~~** next year. The meeting will **~~have to be~~ take place/be held** on Tuesday, 5 April, from 10:00 am. to 12:00 am approximately, **~~on~~**  **in** the conference room, on the first floor.

Please confirm your **~~assistence~~** attendance or **~~(you have to inform me)~~** **let me** now iff you can’t come to the meeting.

Regards,

signed by Marco Batista,

Job Position: **~~Programe Boss~~ Programming Manager**