**EMAIL**

Hoang Thi Thuy

Bac Tu Liem,Ha Noi

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October 3, 2022

Mr. Đo Quang Minh

IT helpdesk technician

Phuc Anh Computer

Tran Duy Hung, Ha Noi

Dear Mr.Minh,

I am writing to arrange a time to meet. Are you available next Monday? I want to see you at your workplace - computer repair center. I hope you will help me fix my computer. Because my computer is not working. I don’t know why. It is sometimes frozen and restart automatically. I cannot open Word and Excel files. Right now I am very confused and worried. I would appreciate it if you could give me a solution to this.

For further information, please contact me via email or at 0327465590.

Please send me an email by 3p.m today to confirm this.

I look forward to hearing from you.

Yours truly,

Thuy.