

**3****Writing**

Now write two formal and two informal emails from the topic lists below.

Formal

1. Your supplier is late again with a delivery. Write an email to him complaining about this.
2. Respond to a customer complaint about one of your products/services.
3. You are considering changing your supplier. Write an email to a potential supplier inquiring about the price and discount policy.
4. You want to arrange a meeting with a coworker from another branch. You attach a map showing where exactly your office is located.
5. You are interested in applying for a job advertised in an English language magazine, and you want to know more details.

Informal

1. You have to cancel your English lesson. Write an email to your English teacher.
2. You want to thank your English friend for helping you write a report in English.
3. Your friend wants to know about some local places to visit in your town. Write him an email.
4. You are going to an interesting party/exhibition. Write your friend an email to invite her.
5. Your coworker wanted some pictures. Write an email to him, sending them as an attachment.