

Writing Practice

Task

Write an email to your co-worker, Sally Smith. You have an appointment with her at 4:00 p.m. on Tuesday. You cannot meet her then. Suggest another time or day of the week. Follow the points below to organize your email and use the appropriate level of formality. Write an appropriate subject line for your email.

- Tell the receiver of the message about the context/situation.
- Explain the problem and apologize.
- Suggest a solution and ask the receiver for his/her input.
- Use appropriate formality throughout. Remember to use more formal and careful language when asking to reschedule.

Subject:

From:

Salutation

Write your
message
here

Closing

Your name