

# Email Writing Exercise 01

Dear Mr. Smith,

My name is Sue Jenkins and I am writing **on behalf of** Reef Technologies plc.

We are pleased to announce that we are sponsoring a series of presentations on the future of renewable energy. The presentations are going to be performed by world-renowned experts in the field (for example Dr. Josh Bartlett from MIT and Mrs. Jennifer Woods from Clean Future).

**Due to** your company having worked with us in the past, we would like to **extend another invitation**. The event will be held at our office in central Leeds.

If you would like to attend, please confirm your attendance by replying to this email by March 18, 2017. If you require directions, please note this in your emailed response.

If you have any questions about the event, please **do not hesitate** to contact me by email or by mobile/cell (on 07867 7433123).

I look forward to receiving your reply.

Sincerely,

Sue Jenkins  
PR Manager Reef Technologies plc

※Useful phrases are highlighted in **bold type**

Exercise : Please reply to the email above and ask your teacher to proofread your e-mail:

Your reply should include...

- 1) Thanking the sender for the invitation
- 2) A response that you plan on attending- and would also like directions
- 3) Asking if it is acceptable to bring a colleague with you to the event

Additional Tips:

- 1) It is best to conclude formal business emails with phrases such as:

“Best regards”

“With regards”

“Cordially”

“Sincerely yours”

“Yours sincerely”

- 2) You can conclude informal emails with colleagues and friends with fondly ; truly yours ; talk to you soon

- 3) Do not use contractions such as “don’t” or “haven’t” in formal business email. Contractions are acceptable for informal business emails or communications.