

Les Bons Mots

A BLOG ABOUT LANGUAGE LEARNING BY  ACA

Sample Emails

Email example "I'm late."

Good afternoon Mr. Smith,

I am very sorry to inform you that I will be late for our meeting at 3 pm. Unfortunately, my flight has been delayed and I won't be able to arrive at your offices before 3:30 pm.

Please let me know if this time works for our meeting or if we need to reschedule.

Thank you for your understanding.

Best regards,

...

Email example "Accept invitation"

Hello Jillian,

Thank you very much for your invitation to Bob's retirement party. I'll be happy to attend!

Have a wonderful day,

...

Email example "Asking for more information"

Dear Mrs. Jones,

Thanks for getting back to me so quickly. I don't fully understand your point about the wholesale discount. Could you please be more specific about the minimums required?

I look forward to hearing from you soon.

Sincerely,

...

Email example “Follow-up”

Hi Steve,

I hope you had a good weekend. I’m writing to follow up on our last meeting. You mentioned that you would like to order 20 packets of green pens. Are you still interested? Please let me know at your earliest convenience.

If you have any questions or concerns, don’t hesitate to contact me.

Thank you,

...

Email example “Getting approval”

Good morning Emma,

Sorry it took me so long to get back to you. I’ve updated the pdf with the information about safety procedures that you asked for; please find it attached. Let me know if this is OK with you.

All the best,

...

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