

CHANGE THE SUBJECT



Name: _____

You are going to write two emails: the first trying to arrange a meeting; the second responding to somebody else who is trying to meet with you.

SUBJECT	EMAIL
	Just a reminder about tomorrow's event at 6:30 PM. Please make sure to order all the food exactly two hours before the event begins.
	Due to a scheduling conflict, tomorrow's meeting is going to be postponed from 2:30 to 3:30. Thank you for your understanding!
	Therefore, I am wondering whether your facilities will be available for event next April? Our event will take place on April 12, from 2 – 4 PM, and we are expecting approximately 300 guests.
	In order to facilitate a smooth event, could you please provide us one week in advance with your PowerPoint and a copy of any other materials you plan to use?