

Writing: Response to an Email

You are invited to give a talk at a conference. Mr. Lasas, the secretary of the conference, sent you the following letter requesting information about your travels. Write a reply by providing information he asks. You do not need to write an address.

Dear Mr. Perkins,

We are very much looking forward to meeting you next week. We are all excited to hear about your proposals for child development at the psychology conference. I would be grateful if you could give me the following information: 1) What date will you be arriving?; 2) What airlines are you flying with?; 3) What time is your plane scheduled to land?; 4) What are your hotel and food preferences?; 5) Who are you accompanied by or are you travelling by yourself?; 6) Is there anything in particular you would like to do after the conference? And 7) When are you flying back and do you need any help with transportation?

I will be sending my assistant, Gareth, to meet you at the airport. If you have any questions before you leave, please do not hesitate to contact me.

I look forward to hearing from you soon.

Regards,

Bill Lasas

A Sample of Response

Dear Mr. Lasas,

It is an honor to be invited to give a talk at your conference. I am writing to inform you that I will be arriving on November 10, 2017. I am flying with Eva Airlines and my plane is scheduled to land at 7:15 p.m. Could you arrange the hotel for me? I would like a room with a king-size bed because my girlfriend will be with me. Could you please let me know about the charge rate? I am a vegan, so I don't eat meat, fish, eggs or cheese, but I would love to try traditional desserts and cuisine. My girlfriend wants to visit some historical sites and ride elephants. I hope you can help arrange a one-day sightseeing trip. My return flight to New York City is on Nov 14, 2017. I will definitely need help with the taxi to the airport. I really appreciate your help. Thank you very much in advance.

Best Regards,

Jeremy Perkins