

Decide which letter is formal and which one is informal. Complete the letters with missing information from the box.

enjoyed meeting
look forward to seeing
George
haven't enjoyed myself so much
I hope
let you know the exact dates
were excited to
Best regards
If you have any questions
the great evening at
Sarah Gainey
again for your
Jens
for arranging
please contact me
Teacher
We are interested in

Dear

Thank you to have your classroom visit Saint John's Arboretum and our maple syruping operation.

We to have your classes out at the Arboretum and you and your students again. providing a quality environmental education experience!

..... or concerns about your visit, again
..... participation!

.....,

.....
Environmental Education Coordinator

320.363.3133
sgainey@csbsju.edu

Dear

Thanks so much the White Horse Inn. I for a long time.
..... we can get together again soon. I'll be back in Birmingham in June – I'll
..... as soon as possible. By the way, I really your friend Sarah –
do you have her e-mail address?

Best wishes,
.....