

Complete the sentences

inform

express

ask

complain

1. I am writing to for some time off work next month.
2. I am writing to about the service.
3. I am writing to you that I cannot continue the course next month.
4. I would like to my concerns regarding the cafeteria on the second floor.
5. I am writing to my satisfaction regarding your service and food.

Answer Key

1. I am writing to ask for some time off work next month.
2. I am writing to complain about the service.
3. I am writing to inform you that I cannot continue the course next month.
4. I would like to express my concerns regarding the cafeteria on the second floor.
5. I am writing to express my satisfaction regarding your service and food.