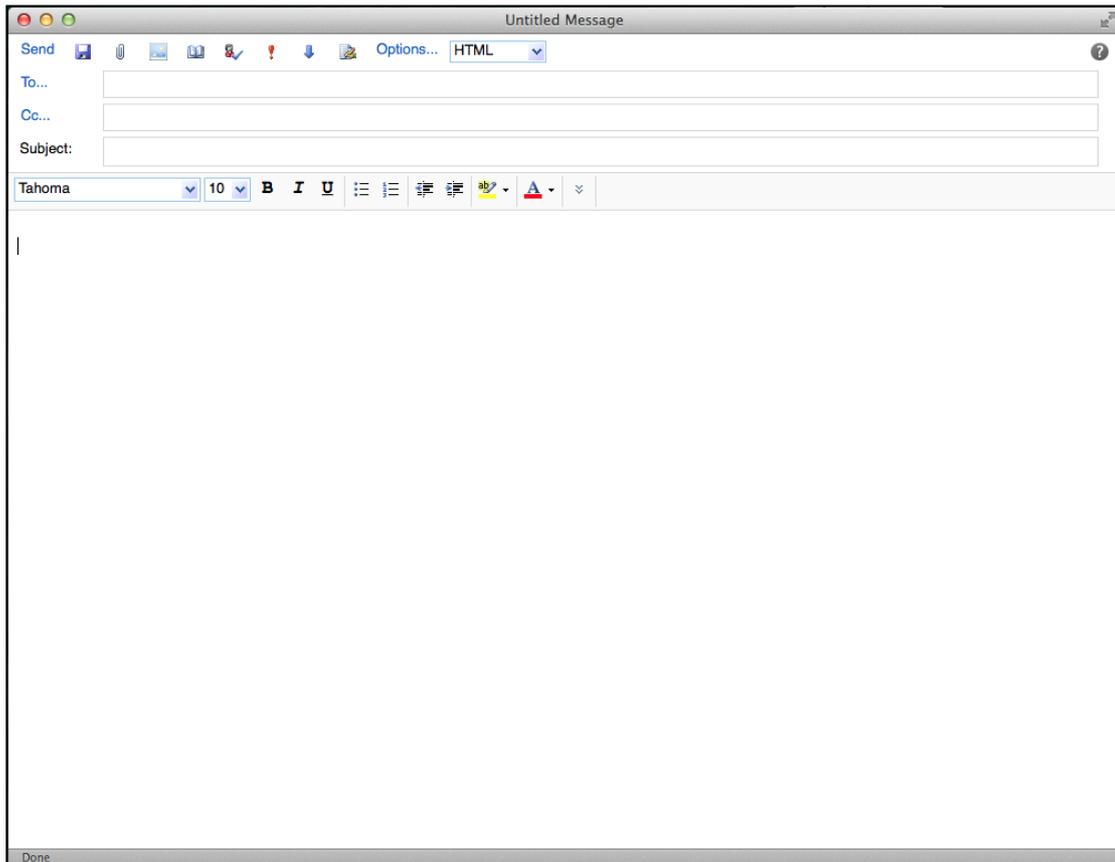


Activity – Writing a Formal Email



Scenario.

You are helping to organise a trip for a fan club to see Celine Dion at the Manchester Arena. You are emailing the fan club secretary with ticket information.

Use the blank template above to draft a formal email.

You need to draft the email using the information you have been given below.

Write to secretary@crazy_about_celine.eu

Explain that the website is <http://www.manchester-arena.com/events/>

Celine Dion is performing on 4th and 5th September 2020, 18:30 and that full price floor standing tickets are £201.30 each and that tier 1 seats are £346.00 each and that tier 2 seats are £260.00 each.

Make sure the formal email is presented so that the information is clear and free from errors.