

Language Club

➤ You are a member of a language club and you have received this email.

Dear Member,

We are sorry to inform you that the trip to Rome has been cancelled due to lack of interest. We can only run this trip with 20 people or more, and you are one of only a few members who signed up for the trip.

Due to the late cancellation both the airline and hotels charge a fee, therefore we will only be able to refund you 70% of the money you paid for the trip.

We apologise for any inconvenience caused.

Regards,
The Club Secretary

➤ Write an email to a friend who is also a club member. You should write your feelings about the situation and suggest alternatives for the club to consider. Write 40-50 words.

➤ Now write an email to the club secretary explaining your feelings about the situation and suggesting alternatives. You should write 120 – 150 words.