

To: Ted Vesely  
From: Kiran Kaur Pannu  
Subject: Exhibition preview

<sup>1</sup>*Hello Ted / Dear Mr Vesely*

I remember discussing modern art with you last month and, as a valued customer, <sup>2</sup>*I want / I'd like* to invite you to a preview of the new Street Art Exhibition at the National Gallery of Modern Art which C&P Marketing have decided to sponsor.

Our preview event <sup>3</sup>*will be held / is* on Tuesday 22nd November at 7.30 p.m. on the top floor of the NGMA. Drinks and refreshments will be <sup>4</sup>*provided / there*.

In addition, we are <sup>5</sup>*delighted to announce / pleased to tell you* that the artist Karla Lansing has agreed to talk to us about the impact of street art in marketing today. Ms Lansing has <sup>6</sup>*collaborated / worked* with our team on several marketing campaigns to be launched in the new year.

<sup>7</sup>*Could you please let me know if you can come / Please confirm your attendance* by Friday 11th November and, if you are able to join us, please remember to bring this invitation with you to gain admittance to the venue.

<sup>8</sup>*We look forward / Looking forward* to seeing you at this event.

<sup>9</sup>*Best wishes / Kind regards*

Kiran Kaur Pannu

Events Manger, C&P Marketing

**2** Decide if each phrase in the table below is *formal (F)* or *semi-formal (SF)*.

Inviting
I'd like to invite you to ... I'm writing to invite you to ... We are delighted to invite you to ... It would be great if you could come ...
Accepting
Many thanks for the invitation. Thanks for inviting me. I'd (would) be delighted to accept your invitation/offer. Although Mr ... is unable to attend, ... will be happy to take his place.
Declining
I'm sorry but I won't be able to come. I'm afraid (that) I will be unable to attend. I'd love to come but ... I'm afraid I can't make it. Unfortunately, I have already made other arrangements.
Closing
We (very much) look forward to seeing you. We are looking forward to seeing you. Looking forward to seeing you soon! Best wishes Kind regards All the best