

Email to Know the Arrival of Your Friend

Question: Suppose, your friend Riba lives in America. She has a plan to come to Bangladesh soon. Now, write an e-mail to inquire about her coming to Bangladesh.

Answer:

To: riba@

Cc:

Bcc:

Subject: To know your arrival

Hi Riba!

How are you? I am very excited to know that you are coming to Bangladesh to spend the winter vacation. We haven't met for so long! Have you already fixed your schedule? We must spend a good time visiting different places of tourist attractions here. I have a plan to visit St. Martin's Island. If you wish we will go to Paharpur of Naogaon, Mahasthangar at Bogra, Mainamati at Comilla and Kuakata of Patuakhali. I am sure you will enjoy the tours very much. Please don't forget to let me know about your arrival date and time in advance.

See you soon!

Regards,

Farhana Bangladesh