

An email to confirm an appointment

Learn how to write an email to confirm an appointment.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Write the words in the correct groups.

Arina Marat, HR Assistant	Sofia Aronov, HR Manager	reception on the 26th floor	Astana offices
Emerald Towers	Thursday	3 p.m.	14 March

Who (people)	When (days and times)	Where (places)

An email to confirm an appointment

From: Arina Marat, HR Assistant

To: Jane Claret

Subject: Your appointment on 14 March

Dear Ms Claret,

Thank you for your email.

I am writing to confirm your appointment with our HR manager, Mrs Sofia Aronov.

Your appointment will take place at 3 p.m. on Thursday 14 March at our Astana offices in Emerald Towers.

When you arrive, please go to the reception on the 26th floor and ask for me. I will take you to Mrs Aronov's office.

We look forward to meeting you soon.

Best regards,

Arina Marat
HR Assistant

Tips

1. If you don't know the person well, start your email with *Dear* + the person's name.
2. For women, use *Ms* + surname unless you know they prefer to use *Miss* or *Mrs*.
3. Say *thank you* if you are replying to their email.
4. At the start of your email, say why you are writing: *I'm writing to* + verb +... .
5. Write the day (*Thursday*), date (*14 March*) and place (*our Astana offices in the Emerald Towers*) clearly.
6. Explain clearly what they should do when they arrive for the appointment.
7. At the end of your email, you can say *I/We look forward to meeting/hearing from/seeing you soon*.
8. Use *Best regards* or *Best wishes* and sign off with your name and your job title.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. We don't know if Jane is married or not.	True	False
2. Jane will have an appointment with Sofia.	True	False
3. The appointment is at 3 p.m. on Tuesday 12 March.	True	False
4. After she arrives, Jane should go to the reception first.	True	False
5. If you write to someone for the first time about a possible new job, you should start your email with <i>Hi!</i>	True	False
6. When you write an email to ask for information, you can start with <i>I'm writing to ask for some information about ...</i>	True	False
7. It is correct to say <i>I look forward to meet you soon.</i>	True	False
8. Only use <i>Best regards</i> with people you know well.	True	False

Task 2

Put the words and phrases in order to make sentences.

1. , Ibrahim Ms Dear
2. your . for Thank email you
3. to I'm writing confirm your . appointment
4. Our meeting will take place on 2 September Monday .
5. you arrive, me please ask When for .
6. I look forward to . you meeting

Task 3

Write words to complete the email.

From: jane.claret@example.com

To: arina.marat@regal50.com

Subject: Re: Your appointment on 14 March

(1) Ms Marat,

(2) you for your email confirming my (3)

with Mrs Aronov. I'm (4) to check if I should bring any ID with me on Thursday 14 March.

I look (5) to meeting you soon.

Best (6),

Jane Claret

Discussion

Do you ever receive or write emails like this one to confirm an appointment?

Answers

Preparation task

Who (people)	When (days and times)	Where (places)
Arina Marat, HR Assistant	3 p.m.	Astana offices
Sofia Aronov, HR Manager	Thursday 14 March	Emerald Towers Reception on the 26th floor

Task 1

1. True
2. True
3. False
4. True
5. False
6. True
7. False
8. False

Task 2

1. Dear Ms Ibrahim,
2. Thank you for your email.
3. I'm writing to confirm your appointment.
4. Our meeting will take place on Monday 2 September.
5. When you arrive, please ask for me.
6. I look forward to meeting you.

Task 3

1. Dear,
2. Thank
3. appointment | meeting
4. writing
5. forward
6. regards | wishes