

Writing for Impact

Template 7

Making arrangements

1

Dear both

It's now nearly been three months since our last face-to-face meeting, so I'd like to arrange a follow-up. I know we can get a lot done by email and by phone, but there's no substitute for time spent together.

Therefore I'd like to invite you all to come to head office for 2-3 days in the second half of November. My suggestion is for us to meet from the 18th to the 20th, but I can be flexible – I have no other important commitments during those weeks.

Please let me know what you think, so I can start making the necessary arrangements.

All the best

Mark

When you arrange a meeting that may be inconvenient for the other person, it's useful to say why you think it's important.

Show flexibility, but you should also guide the others by providing a general time-frame (e.g. the second half of November) and suggesting an actual date.

Use simple linking words in informal writing: *and, but, so, because*.

2

Hi Mark

I'm really sorry, but I'm away all that week (18th–22nd) for a conference. The following week would be fine, though, ideally the second half (27th–29th).

I hope that doesn't make life too complicated.

Donna

Put the actual dates in brackets. This makes it much easier for the other person to understand your suggestion.

This is a nice way of ending an apology or a large request.

In informal emails, you can greet more than one person by name, rather than writing 'Hi all'.

3

Hi Mark, Hi Donna

Actually, that second week's better for me too. Shall we say 27th–29th, then?

Tony

Keep your replies brief – there's no need to provide any context as long as the readers can see your message is part of a conversation.

It's essential to include a formal confirmation, including the location and the month – things which you didn't need to mention during your earlier email exchange.

4

Hi both

Yes that's perfect. I can confirm our meeting at head office for 27th–29th November. Could you both look into flights? It would be great if you could arrive on the evening of the 26th and leave on the 30th, to give us three full days. I'll be in touch soon with info regarding hotels and an itinerary.

See you both soon.

Mark

This is a nice way of making further requests.

There's no need to worry about the details until after you've confirmed bigger issues like the date and location.