

Q. Write an email to your friend telling him that you are coming to his place.

To: myfriend@friends.com

From: yourfriend@friends.com

Cc: _____

Bcc: _____

Subject: Want to visit you.

Hi Ahmed,

I am going to visit you next week. I will stay with you for two days. Could you please take me to the most important places in the Jeddah city? Tell me if you have any other commitment (business).

I look forward to hearing from you,

Your friend,

Majid.