Student Name:

Practice B Sample Answer Key

To: Maria.grubb@emuhsd.org

Subject: Marketing Log Project Time Due

Hi Ms. Grubb,

I am working diligently on the marketing log project. I will complete it by Wednesday as you requested. However, I want to clarify what time it is due on Wednesday. Please let me know if it is due in the morning, afternoon, or before the end of my workday at 5:00 pm. This information will help me manage my time so that I can complete this project as well as my other tasks.

Thank you,

Lucy Lui

General Office Clerk

Marketing Department, Room 104

(626) 258-5800 ext. 8104