SENTENCE PROMPTS

Situation	Informal/Unprofessional	Formal/Professional
Email to a boss	Hey, I'm gonna be late tomorrow because I've got a doctor's thing in the morning.	
Complaint to a company	Hi, I ordered a sweater, and it came in the wrong size. Can you just send me the right one ASAP? I was gonna wear it out in two weeks.	
Note to a child's teacher	My kid didn't finish the homework last night because we got home late, hope it's okay.	
Text to a colleague about a meeting	Are we still doing that meeting thing at 3 or nah?	
Follow-up after an interview	Hi, just wondering if there's any update on the job I applied for last week?	
Request for time off	Can I take off Friday? Got some personal stuff to handle.	
Message to a landlord	The sink is leaking a ton of water. Can you come look at it soon?	
Response to a group project email	IDK what you guys want me to do for the project, just let me know.	
Thank-you note to a friend	Thanks for the gift! It was super nice of you!	
Request for a refund	Hey, I tried the product, and it didn't work at all. I want my money back.	
Inquiry about a service	Hi, I'm interested in your cleaning services. How much do you charge?	

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Situation	Informal/Unprofessional	Formal/Professional
Message to cancel an appointment	Hey, I can't make it to my appointment tomorrow. Can we reschedule?	
Letter to a politician	You guys should really do something about all these potholes, it's getting ridiculous.	
Email to IT support	My computer isn't working, and I have no idea what to do.	
Follow-up to a missed deadline	Sorry, I didn't get it done on time. Can I have more time?	
Message to a neighbor	Can you not park in front of my driveway? It's kinda annoying.	
Invitation to a friend	Hey, wanna come over Friday night? We're gonna watch a movie.	
Apology email to a coworker	Sorry about not showing up for the meeting, I totally forgot.	
Note to a teacher from a student	I didn't study for the quiz, so can I take it another time?	
Inquiry about a job opening	Hi, I saw you're hiring. How do I apply?	