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dear john,

i am eagerly looking forward to your visit to our city. after all these years of writing to each other, i can not wait to see you. however, i regret to inform you that i will not be able to meet you at the airport on time.

the reason is that your flight will arrive early in the morning, and the earliest i can reach the airport will be about an hour after you land. will you please wait for me in the arrival lounge? you can have breakfast while you wait.

by the way, as we have never met i must tell you home to identify me: i am of 165cm tall and have a long hair. in addition, i will wear a white skirt and carry a china daily at hand.

hope we can meet soon.

sincerely yours,

alice

dear sarah,

i am terribly sorry to tell you that i am unable to attend your birthday part next thursday evening. that is owing to the fact that my younger brother suddenly fell ill and was taken to a hospital this morning. i have to go there immediately and take care of him. as told by the doctor in charge, it will take around five days for him to recover and i have asked my boss for a leave.

i really regret that i cannot go to celebrate your birthday personally and would miss the perfect chance of enjoying myself with all our old friends. i have chosen a small gift for you and will send it to you tomorrow to

show my best wishes. besides, please give my regards to our friends when you meet them at the party.
cordially,

li ming

dear charlie,

kindly excuse me for my not being able to see you off at the airport this saturday as i have promised.

how i wish i could have the chance to share with you my personal feelings and suggestions before you are away! i hereby send you a gift to wish you good luck. please forgive me.

cordially,

li ming

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