

Dear Mr Brown

I am writing to apologise for letting you down. I am sorry that I cannot make a speech at the conference of green energy.

Last weekend I went camping with my family, but the nights were very cold. So, the problem is that I got ill and I have a high temperature. I think that I cannot be better for the conference day.

However, my solution is that I can send my report to you by e-mail. Maybe someone can take my place and do the speech instead of me. I even have one person who could do this and I can give you her contacts if you wish. Once again, I am really sorry.

I look forward to your reply.

Yours sincerely

Mari Mets