

# Corrigé

Exercice – Mettre en page ces textes en anglais

Lettre 1

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August 2, 2025

Ms. Johnson, President  
ABC Project  
224 Growing Blvd  
Calgary, AB Z4R T6Y

**Subject: Confirmation of Meeting on August 24**

Dear Ms. Johnson:

I hope this message finds you well.

I am writing to confirm our meeting scheduled for August 24 at 2:00 PM in our Montreal office.

The agenda will cover project updates, budget revisions, and the upcoming launch strategy.

Please let me know if this time is still convenient for you. Should you need to reschedule, I would be happy to propose alternative times.

Best regards,

(Your name)  
Project Coordinator

# Corrigé

Avec caractères non imprimables:

→ August-2,-2025 ¶

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Ms.-Johnson,-President¶  
ABC-Project¶  
224-Growing-Blvd¶  
Calgary,-AB-Z4R-T6Y¶

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**Subject: Confirmation of Meeting on August 24**¶

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Dear Ms. Johnson:¶

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I hope this message finds you well.¶

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The agenda will cover project updates, budget revisions, and the upcoming launch strategy.¶

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→ Best regards, ¶

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→ (Your name) ¶  
→ Project Coordinator ¶

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July 16, 2025

Mr. John Smith  
Procurement Manager  
ABC Supplies Inc.  
123 Industry Road  
Ottawa, ON K1A 0B1

Dear Mr. Smith

SUBJECT: REQUEST FOR QUOTATION – OFFICE SUPPLIES 2025

I am writing to request a quotation for the supply of office materials for the fiscal year 2025. Please find attached the list of items and specifications required.

We would appreciate receiving your quote by August 1. Should you require additional details, feel free to contact me directly.

Sincerely,

[Your Name]  
Project Coordinator

# Corrigé

Avec caractères non imprimables

→ → July-16,-2025↵

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Mr.-John-Smith¶  
Procurement-Manager¶  
ABC-Supplies-Inc.¶  
123-Industry-Road¶  
Ottawa,-ON--K1A-0B1¶  
¶

Dear-Mr.-Smith¶  
¶

SUBJECT:-REQUEST-FOR-QUOTATION—OFFICE-SUPPLIES-2025↵

¶

I-am-writing-to-request-a-quotation-for-the-supply-of-office-materials-for-the-fiscal-year-2025.-  
Please-find-attached-the-list-of-items-and-specifications-required.¶

¶

We-would-appreciate-receiving-your-quote-by-August-1.-Should-you-require-additional-details,-  
feel-free-to-contact-me-directly.¶

¶

→ → Sincerely,¶

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→ → [Your-Name]¶  
→ → Project-Coordinator¶

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