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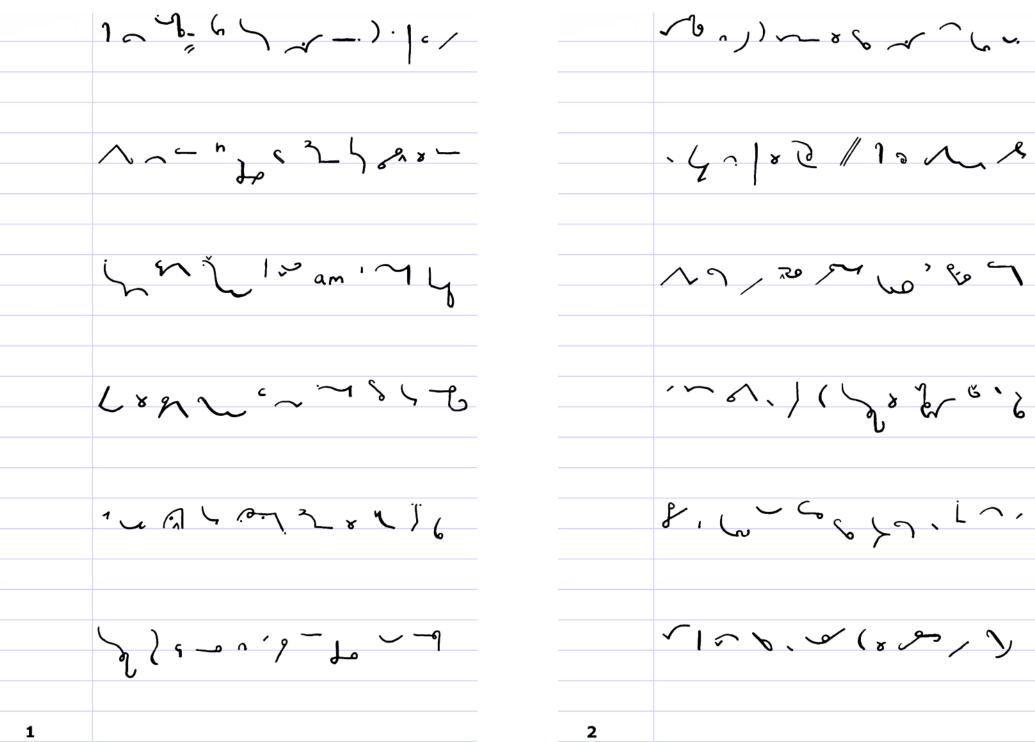
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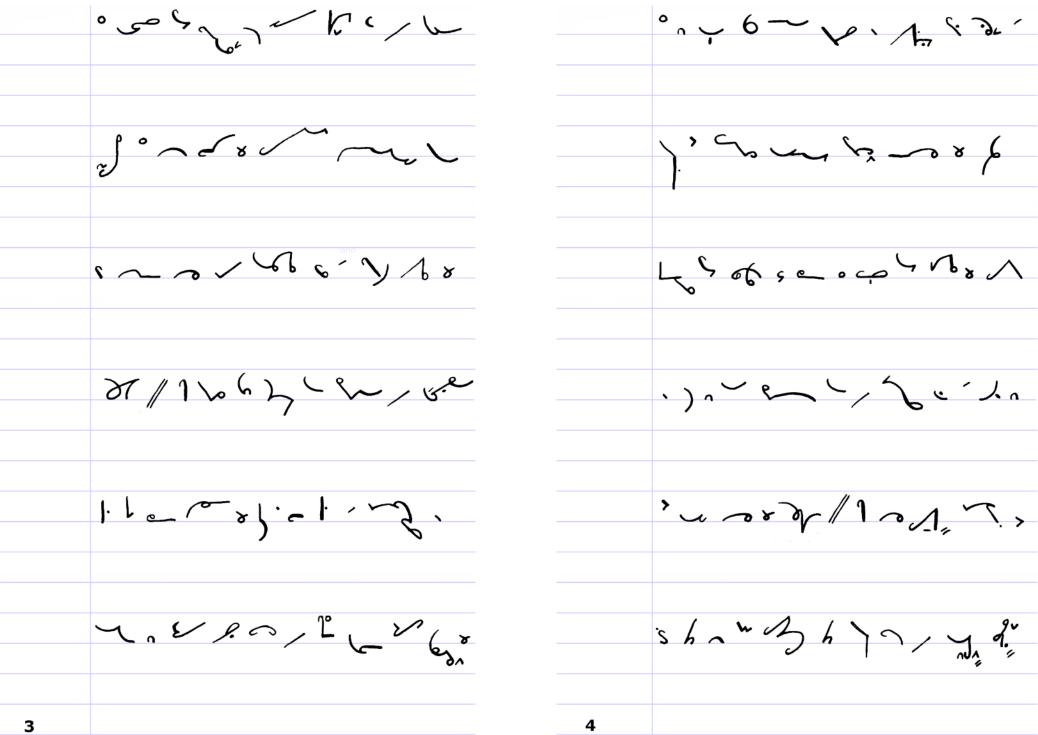
Blog - 2016 - June

Short Letters 7

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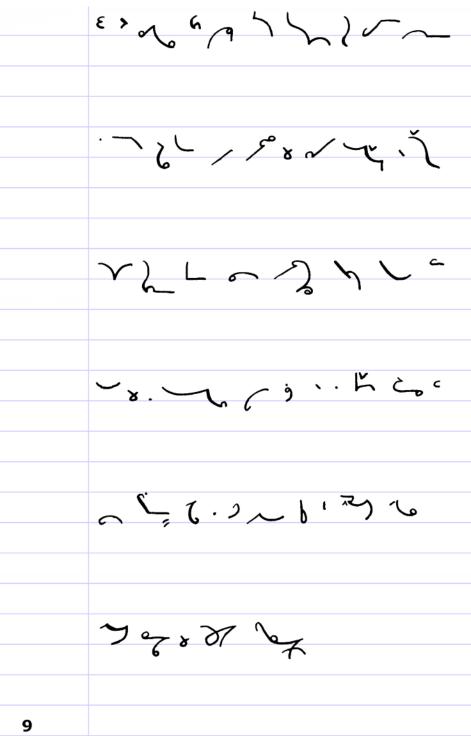
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Dear Mr Andrews, Thank you for your email giving us a date when our representative may call on you to discuss the building work at your house. I can confirm that he will be arriving at 9 a.m. on Monday 21st January. He will be bringing with him the amended plans for the extension and the new layout for the landscaping work. I have attached these for your consideration so that when he comes, you and he can discuss any extra alterations you wish us to make. Please email me if you need to change the meeting date. Yours faithfully (100 words)

Dear Friends. We have now received the report from our accountants regarding the finances of the Sports Club and I am happy to attach them for your consideration. I trust that you will find all of these satisfactory but if you have any questions, please feel free to contact me and I will do my best to answer them. Once again our membership has increased over the previous year and we are delighted that our financial situation has improved greatly. We are now looking forward to being able to make improvements to our facilities, buildings and membership rates. Yours sincerely (100 words)

Dear Parents, Thank you so much for supporting our fundraising day at the school last week. It was a great day and I am very pleased to inform you that we raised more than our target figure of one thousand pounds. As you know, this is going to be used to redecorate the play areas and update all the equipment, including the playground games. This will take place over the summer months when the school is closed for the holidays. We hope to see you in September for our Harvest Fete and show you all the new improvements. Yours truly (100 words)

Dear Miss Wood, I am replying to the complaint which you made about the washing machine which you bought from our Newtown High Street store. Please accept our apologies for this breakdown of the appliance. Our engineer will be

contacting you very shortly to arrange a date to inspect this. If he cannot effect a repair, we will replace the machine immediately with an identical model, although if you wish this could be any model of similar price that you prefer. I trust that this action will resolve the matter for you to your satisfaction. Yours sincerely, Customer Services Manager (100 words)

Dear Sir David, I am writing to congratulate you on the success of your recent book entitled "Travels Around The World." I really enjoyed reading about the places you travelled to and it brought back happy memories of some of the towns which I visited many years ago when I lived in the United States of America for a year, and in Australia for two years. I wish you all the best with the next book, which I shall look forward to reading as soon as it is available. With best wishes to you, Mary and the family, Tom Green (100 words)

Dear Alfred, I hope you are keeping well and that you and Anna are enjoying your retirement. I think your move to the village was a good one, where you can both relax a bit more after all those years in the city. One of our colleagues has decided to write a short history of the company and wondered whether you would be willing to answer a few brief questions. If so, I could forward them on to you to answer at your leisure, and there is no particular hurry, as it is a hobby project. Best regards, Albert Morris (100 words)

Dear Mrs Johnson, Thank you for your application form for the post of Accounts Assistant in our City office. Please attend for interview on Monday 28 July at 11.30 am, and bring with you all the certificates that you listed on your form, so that we can make a copy of these for our records. You are invited to arrive early so that you can take some refreshments before being called in. The interview will consist of a time of questions with Mr Black and then a short written test on accountancy, office and English skills. Yours sincerely, Personnel Manager (100 words) (700 words Total)