



## FACILITY DRILL

## Short Letters 7

PDF Date: 6 April 2019

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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 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)

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 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)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.