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A series of horizontal lines on a white background, intended for writing.

Short Letters 8

Dear Mr Gray, Thank you for your enquiry regarding our financial services. I believe that we can offer you several products that will produce the outcome that you wish, namely a safe but productive financial package for your investments, and a modest extra yearly income. I am attaching several leaflets that introduce our products, and as requested our representative will be telephoning you tomorrow morning to discuss a time when he can visit and go into all the options with you. I am sure we can provide everything that you require and look forward to serving you in the future. (100 words)

Dear John, It was really good to meet you and Brenda last week for lunch at The Five Bells Inn. Jane and I really enjoy this restaurant. The ladies are having a day out next Wednesday and I wondered whether you wanted to join me in seeing the boat race on that day. We could then meet up with them for dinner at The Galleon Inn in the village. I also have several things to report to you regarding what we discussed, so I think it would be a fruitful and interesting day out for all of us. Regards, Jim (100 words)

Dear Friends, I hope you have all had a wonderful time this summer, with the lovely fine weather we have had here in the south of the country. It is only six weeks until we shall be sending out our quarterly society magazine and if you have any articles that you wish to contribute, such as places you have visited or other interesting activities, I would be glad to receive them. They should be no more than 400 words each, and extra or late articles will be saved for future use. Thanks again for your help. Best wishes, Mary, Editor (100 words)

To whom it may concern. This letter is to confirm that I have known Mr James Black for about twenty years. I can confirm that he has lived at the above address for the last 15 years and that he attended the above school, as we both attended there for our secondary

education. I believe him to be a man of good honest character, who is hardworking and has an interest in caring for those around him. I therefore have no hesitation in recommending him for the post of Personal Assistant to the Social Services Manager. Yours faithfully, John Whiteley (100 words)

Dear Edith, It is a long time since we met and I have so much to tell you. I am not sure I can get it all in this short letter and so I think it would be absolutely marvellous if you could come to us one weekend and we can have a long chat about everything. You could stay over on Saturday night, which means we could have a really long day seeing the sights and maybe visiting the shopping mall. I can't wait to hear from you to say you will be able to come! Love from Patricia (100 words)

Dear Sam, It was great to talk with you the other day, and I just wanted to send you this card and say how brilliant it is that you have passed your exams, and with such good marks. It was no surprise, as you have worked so hard. Let's hope that the job opportunity that James mentioned is still open, and I hope that you are successful in that as well. Do please let me know how you get on with your job hunting. Here's to a wonderful future ahead of you and well done on your achievements. Cheers, Robert (100 words)

Dear Customer, I am writing to inform you that we will be undertaking remedial groundworks in your area over the next six weeks. Your road will be affected during the first week of September. We have a programme to reduce water loss from the older pipework, some of which is now fifty years old in places. We will give every householder at least 24 hours of notice of the times when the water will be off. This information is also available on our website, if you enter in your road and house number. Thank you for your cooperation. Yours faithfully (100 words) (Total 700 words)