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## **FACILITY DRILL**

Blog - 2018 - February

**Short Letters 12** 

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Dear Sirs, Thank you for your communication enclosing the interim report on the building work which is currently in progress at our offices in City Road, I have passed this to our accountants who will be contacting you next week regarding the revised final cost of the project. We expected this to be higher than first quoted, due to the additional repair work that became necessary, but there are a few things which we would like to clarify with you, and we will be emailing you shortly with a list of points on which we require further information. Please thank your Service Manager for his excellent work in dealing with the unexpected extra repairs that were needed and for fitting these into the schedule, so as not to cause a delay in the final completion date. Please note I shall be out of the office until Thursday of next week. (150 words)

Dear Mary, Thank you so much for your email regarding the guery that I made last week on the purchase order for the fabrics. I was not sure whether you would be able to change my order at such a late date, and so I was very pleased that this was after all possible to do. We are very excited about getting all these new materials and I think our customers will be very well satisfied with both the variety on offer and the reasonable prices. I will be showcasing them at the sewing exhibition in Newtown next month and I hope to be able to send in orders for more in due course. At present I am making up sample items for the exhibition and I am really looking forward to meeting new and old friends there, who I am sure will find these new fabrics irresistible. Best wishes. (150 words)

Dear Mr Black, Please find enclosed our latest price sheet for building materials and tools. I would like to say how much we appreciate your continued custom over the years at the Lower Road Depot. I am glad that you have found our products to be of good quality. We are having a special spring sale next month and, as a valued long-term customer, please accept the enclosed discount voucher which can be used as from the first of next month, which is when the sale begins. If you find that you need anything that we do not currently stock. we are always happy to order items for you at no extra cost, and we can usually get them within two or three days of receiving your order, and can deliver to our customers free of charge within an approximate 20 mile radius of our premises. Yours sincerely, Service Manager (150 words)

## Short Letters 12

Dear Mrs White, Thank you for coming to the interview last week for the post of Accounts Assistant, I am writing to offer you this post which is based at our head office in North Street. This will be for a probationary period of six months, after which there will be a review on both sides, and then hopefully continuing for a further five-year contract. I attach a sheet giving details of the salary, pension package and other benefits, as well as a leaflet outlining the facilities that we are able to offer all of our staff. We also have an arrangement with our local gym and fitness centre, and a nearby hairdresser, for discounted terms for our staff which I hope will be of interest to you. Please report to the reception desk at 9 a.m. on Monday 1 March and bring all your documents with you. Yours sincerely. (150 words)

Dear Parents, I am writing to let you know of some of the events that we have planned for this spring and summer, which are listed on the enclosed flyer. The outings to special places of interest last year were very well attended and so this year we have increased the variety we are offering. We will also be welcoming several service agencies to talk to the youngsters, and I am sure the visit by the fire department, with their new high-tech engine, will be a big hit with the children. Our regular entertainer Mr Bubbles has several new acts aimed at younger children, with a new range of attractive puppets and other props, so we all look forward to seeing him at several of the events. Please remember to book early for the trips, and we hope that we will be meeting many of you at the Club events, (150 words) (Total 750 words)