

Tajinder's English Classes

Your Dreams Our Passion

Set 3

- 1) You are a sports instructor at Convent of Jesus and Mary, London. The principal of the school has asked you to place an order for buying sports equipment. You have to write a letter to the messes of sports, London to request the same.
- 2) You could not pay a bank loan installment for some reason. Write a letter to the manager of the bank and explain the reason to him. Ask him to waive of the penalty if any.
- 3) You are secretary of Texas Apartments. You are dissatisfied with the new cable services because of its sudden increase in the monthly subscription. Moreover, with the advent of money nothing has done to improve the quality of transmission. Write a letter to the service provider complaining about the same.
- 4) Write a letter to your friend, telling him/her about your life.
- 5) You missed a flight because of some sudden problem that emerged. You could not inform the airline. Write a letter to the airline and mention what happened. Make a request to allow if you can use your ticket for the same flight next week.
- 6) You left a bag of equipments at the gym. The gym has closed down for a week and you can't get your bag that contains some notes you need urgently. Write a letter to the manager request him to help you in this regard.
- 7) Your child wants to go on a school excursion to a town about twenty miles away. The children will sleep overnight at a youth hostel. Write a letter to the principal of the school and ask for details. You are concerned about the facilities at the youth hostel, how the children will be supervised and whether they will need to bring their own bed lines or not.
- 8) You are planning to open a restaurant and the management of the mall has offered you a shop in the mall. Write a letter to the management of the mall and ask for the details of the shop they have offered.
- 9) You are organizing a class trip to a place of interest a day's drive from the school. You will stay in a youth hostel. Write a letter to the manager of the youth hostel and ask about the conditions of the hostel. You are concerned about the food, entertainment, dress code and number of people who can take the accommodation.
- 10) You bought an iron at a local shop yesterday. When you got it home you found it did not heat properly, so you cannot use it, furthermore water container in the iron leaked. Write a letter to the shop and ask for another iron. You prefer another brand. Explain your reason.