LETTER INVITE YOUR FRIEND TO YOUR PARTY

Dear Hai

At the weekend, I am having a party for my birthday at my home and I would like to invite you to join us, the party will start at 5pm, I got in a lot of good food, so you do not need bring in anything. My parents got in the new TV which is awesome to us watch film, sing together in the evening. Fancy joining us?

Bao

WRITE A LETTER TO FRIEND TO DO HOME

I have gone europe for five days. Can you load the dishwasher and clear up our room. The vacuum is behind the door. If you want to drink coffee, you can use the coffee machine. If we run out off sugar, you can go to the market buy it. Will back home on the weekend.

WRITE A LETTER TO REFUND A ITEM

Dear Mr.Trung

I hope this letter finds you well. I am writing to complain about a smartphone that I purchased from your website yesterday.

The smartphone that I received is not the same on the picture on your website. On your website. I bought a white smartphone but when it arrived, it was a black smartphone. After that I complained on your website but nobody answered me. So I wrote this letter.

I have enclosed a copy of the receipt for your reference. Could you please exchange my new smartphone as soon as possible. I really want a new smartphone for my work. I wrote my address and my phone number on this letter

I look forward to hearing from you.