

Mở Bài: Dear ..., Receiving your message had me over the moon. How is life treating you? I trust you are in the pink. Sorry for being in touch lately; honestly, I have snowed under with exam preparations. Anyway, I am dropping you this line to let you know a few essential things.

– Dear Sir/Madam, I am writing this letter to formally address the matter regarding [...]. ***On behalf of our organization, I would like to [➤]*** and the relevant details are presented below for your reference.

- **Trả lời:** express our sincere thanks for your interest.
- **Xin lỗi:** express our sincere apologies for the inconvenience.
- **Phàn nàn*:** As a loyal customer, I feel it is necessary to express my dissatisfaction.

(– I am... to apply for the position of [...], which was recently advertised on your company website. With my background and experience, I believe I would be a good fit for your organization.)

Kết Bài: *That is all I wanted to share for now**. If you need more information or help, feel free to ask. Please give my best regards to your family. I look forward to hearing from you and catching up soon. Best wishes,

–* Please do not hesitate to contact me if you require any further information. I look forward to receiving your response at your earliest convenience. Yours faithfully,

Body – Cung cấp thông tin:

- I would like to inform you that ...; I would also like to let you know that ...
- I would appreciate if you could check the attached file for further details.
- I hope the information above is helpful and clarify your concerns.
- We appreciate your time and understanding in this matter

Body – Phàn nàn:

- I was/am ***not satisfied*disappointed*** with [N.].
- I was/am shocked to see that [S + V_{2/0}].
- Such a level of service is not acceptable, and I am very disappointed.
- I am not going to ask for a fund. I just would like you to improve your service.

Mở Bài: In today's world, many aspect of life are constantly changing, and it is undeniable that **TOPIC LỚN** has a significant impact on modern society. [➤]

- **Discuss:** Some people believe that [1], while others argue that [2]. This essay will discuss both views before reaching a conclusion.
- **Opinion:** One issue that has attracted much attention is [TÓM ĐỀ]. From my perspective, I *agree*disagree* with this view, for the reason discussed below.
- **Solution:** One issue that has raised concern is [TÓM ĐỀ]. This essay will discuss the cause of this issue and suggest possible solutions from my perspective.

Kết Bài: In conclusion, based on the above discussion, it is clear that [...] deserves greater attention from society. To adapt to modern trends, *taking appropriate action is essential*we should take action now or never*. Once again, [➤]

- **Discuss:** I firmly believe that both [1] and [2] have multiple influences on S.
- **Option:** ...* [...] has a *positive*impact* on S.
- **Solution:** ...* the causes and solutions I have proposed will contribute to common benefit of the community.

Thân Bài 1:

Đề Tích cực	First of all, it is undeniable that [LĐ-1]. To be more specific, [EX NGẮN]. In practice, this has a strong impact on people and society as a whole. For example, [...]. As a result, this will lead to positive effects on our daily lives. Furthermore, another significant factor is that [LĐ-2]. To put it simply, [EX NGẮN]. This is beneficial for [ĐỐI TƯỢNG].
Đề Tiêu cực	First of all, it is undeniable that [LĐ-1] is a worrying issue. To be more specific, [EX NGẮN]. This means that it causes serious damage to [...]. For example, [...]. Consequently, it negatively affects our daily lives. Furthermore, another negative aspect is that [LĐ-2]. To put it simply, [EX NGẮN]. This is not good for [ĐỐI TƯỢNG].
Ý 3	Last but not least, we cannot ignore the fact that [LĐ-3]. In other words, [GIẢI THÍCH NGẮN]. Therefore,...

Thân Bài 2:

Discussion & Opinion	On the other hand, views on this topic may vary. Some people claim that [LĐ-3]. The main reason for this view is that [EX NGẮN]. Apart from the factor mentioned above, [LĐ-4]. Specifically, [EX NGẮN]. This is also a crucial aspect that helps <i>improve the situation*contributes to the problem</i> .
Solution	Fortunately, there are several effective ways to deal with this problem. First of all, the government should <i>raise public awereness*ban strict laws</i> . By doing this, people will take the rules more seriously. Secondly, individuals need to <i>change their habits*take responsibility</i> . For instance, they can [EX NHỎ]. If these steps are taken, the situation will clearly improve.