I am writing this letter in response to the acceptance of taking care of my pet and apartment during my vacations.

I will probably be staying at my cousin’s house on Street 10, Downtown this summer and the place is 150 Kilometers away from my house and accessible by road. You can reach out to me by mail at the mentioned address. If you do not get a response by email, then you can communicate with me via email on Sandbox.

As you know my cat is small and requires attention all the time. The cat food must be placed on top of the shelves with water to feed the cat. Not only this, you have to take the cat for an evening walk with you to keep the cat healthy.

You also have additional responsibilities in my absence to water the plants in the morning to prevent them from getting dry. If you get a chance after lunch, do not forget to clean the dishes.

I am looking forward to seeing you soon.

Yours,

Sameed

I am writing this letter to find out about the valuable item lost on the train.

The item is the Macbook Pro Laptop with a brown bag that contains all my accessories. The Laptop has a shiny black surface and the body is made of platinum. Inside the bag, there were credit cards, identity cards and 100 dollars in cash.

I left my precious item in an economy compartment at Seat 15A. The train was travelling from Islamabad to Lahore in the evening around 4:30 PM. During the journey, I frequently travel to the WIFI zone area in the compartment to connect with my colleagues in the Google Meetup.

It would be great if you could connect with my fellow passengers on the train to learn about my official laptop. There is a possibility that someone took my laptop and submitted it to the Lost and Found Department of the Pakistan Railways. If you are not able to find my laptop, then my business deal will be jeopardized. Let me know if you have my laptop and I can make early arrangements to collect it from you.

Yours faithfully,

Sameed Tariq