

Sample letter 1

You should spend about 20 minutes on this task.

You are a commuter. One morning on your way to work you suddenly fell ill and lost your consciousness. One gentlemen on the same bus sent you to a hospital.

Write a letter to the company where the gentleman works to end your gratefulness.

You should write at least 150 words.

Dear Sir or Madam,

I am writing this letter extend my sincere thanks to Mr. Baker, the cashier of your company.

I am a commuter and every day I take bus Route 133 to work. Last Friday morning when the bus almost reached the stop where I was to get off, I suddenly felt dizzy and then I lost my consciousness. When I came to, I found myself in St. Mary's Hospital, attended by my wife. The doctor told me it was Mr. Baker who had sent me to the hospital and informed my wife of my condition. Mr. Baker happened to be on the same bus, but I have never met him.

My wife and I were very much grateful to Mr. Baker for his kindness. Please forward my heartfelt thankfulness to him. We feel very much proud of your company for having such a good employee. If Mr. Baker was late for work that day, I'd like to compensate you.

I do hope that your company would reward Mr. Baker for his noble deeds.

Yours faithfully,

Larry Smith