

## WRITING

### WRITING TASK 1

You should spend about 20 minutes on this task.

*You have had a bank account for a few years. Recently you received a letter from the bank stating that your account is \$240 overdrawn and that you will be charged \$70 which will be taken directly from your account. You know that this information is incorrect.*

*Write a letter to the bank. Explain what has happened and say what you would like them to do about it.*

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

*Dear Sir,*