

GENERAL TRAINING WRITING MODULE

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:

Model answer 186 words

Dear Sir,

I am writing in reply to a letter I received from you a few days ago. In your letter you state that I am \$240 overdrawn and that you will be charging me \$70.

I would like to point out that the reason I am overdrawn is because of a mistake made by your bank. If you look through your records you will see that I wrote several weeks ago explaining the situation. For the last twelve months, I have been paying \$300 a month for a car I bought last summer. The monthly payments were taken directly from my bank account. However, two months ago I sold the car and I wrote to you instructing you to stop paying the monthly instalments. I received a letter from you acknowledging my request, but, for some reason, nothing was done about it. Another \$300 instalment has been paid this month and this is the reason why I am overdrawn.

I would like you to contact the garage where I bought the car explaining your error. I would also like you to ask them to return the money.

Yours faithfully,

P Stoft