

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- ***describe the item you lost***
- ***explain how you lost it***
- ***tell the insurance company what you would like them to do***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,