

Task:

Write a letter to a bus company about something you lost on a bus. In your letter:

- **Give detail of your bus trip**
- **Tell them what you lost**
- **Explain what you'd like them to do**

Dear Sir/Madam

I am writing to you to explain how and when I lost my briefcase on your inter-cities bus fleet.

For your information, last week on Monday 1 st September I went on a business trip from Tehran to Lahijan in order to participate in a conference. Although I had prepared my lecture well, I could not give it since I missed my briefcase on bus No.34. As I was in a rush to be on time at the conference venue I forgot to pick up my briefcase. It was a brand new, black leather one with a dark brown handle which you can find my business card in, also the “ Samsonite” brand is carved curved on its body.

Hereby, I would be grateful if you kindly asked your staffs to look for my missing bag and send it by a courier to my address which is mentioned below:

Add:Tehran,....

I would appreciate a reply at your earliest convenience.

Thank a lot for your support.

Yours sincerely,

Sarang Rose

Task:

You are working for company. You need some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- **Explain why you want to take time off work**
- **give details of the amount of time you need**
- **suggest how your work could be covered while you are away**

Dear Mr. Fatemi

I am writing to inform you that I need some leave of absence leaves(time off work).

Because of company's hectic summer, as you know, I did not use my monthly day off during this period, so I am really exhausted and need to have a few days off pastime, I have booked a Thailand tour from 22 September to 30 September. Therefore, I would like to ask you for 11 days off.

During this period (My absence) Mrs. Zahedi, my coordinator, will take over for me have a delegation of as regards my technical tasks. As you know it is a long time that we have been are cooperating, so she is quite eligible to be my representative during my time off.leaves, also Mr.Bahrami will cover the financial tasks based on my last updated Dashboard and we can be in touch via email and Telegram in urgent cases while I am away.

I really appreciate your understanding and cooperation and look forward to hearing from you at your earliest convenience.

Yours faithfully,

Rayhan Ashrafi