

**Task:**

**Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday. Write a letter to your friends. In your letter:**

- Thanks them for the photos and for holiday.
- Explain why you didn't write earlier
- invite them to come and stay with you

Dear Friends;

I am writing to thank you for the lovely photos you sent me as well as (and also) your great hospitality during those two weeks.

As I spent a quality time with you, my intimate friends, that holiday was my best pastime ever. It was a long time since we last met ~~last~~ and it was your kindness to arrange such a unique exciting time.

I have to apologize for my late response as I had ~~a~~ quite a hectic period after that holiday. Not only was there a lot of backlog left-over jobs, but also I went on a business trip for ten 10 days.

I wish to invite you ~~for friends~~ over, So we will arrange it for next month when which there is a long bank holiday (approximately a 4 day holiday). I believe we can enjoy a lot in my city as there are many recreation centers and cultural places that might be of interest to you.

I look forward to hearing from you soon for further arrangements.

Best wishes,

Sarvenaz

**Task:**

**You have just moved into a new home and you are planning to hold a party. You are worried that the noise may disturb your neighbor.**

**Write a letter to your neighbor. In your letter**

- **introduce yourself**
- **describe your plans for the party**
- **invite your neighbor to come**

Dear Mr. Shams

~~I am your new~~ This is Bahram Ashrafi who is your new neighbor ~~who~~ . I am from ~~in~~ the unit next door and I am working as an engineer in a private company which is active in dams construction.

When I bought this home I supposed ~~d~~ it would be a good idea to invite my friends and relatives to celebrate this event. Thus, I am going to arrange to hold ~~/throw~~ a party at this weekend, 8th of October, from 7:00 PM to 12:00 PM. I signed a contract with a catering in terms of preparing food and drinks besides music instruments, So I think it will be a noisy night for you, so I ~~regret~~ (apologize) in advance for any inconvenience which you will be faced ~~with~~ due to loud music.

Hereby, I would like to invite you to my celebration and be grateful if you accept, as this can be a wonderful opportunity to make a relation.

I look ~~forward~~ ~~froward~~ to seeing you here.

Yours faithfully,

Bahram Ashrafi