

A friend has agreed to look after your house and pet while you are on holiday. Write a letter to your friend. In your letter

- give contact details for when you are away
- give instructions about how to care for your pet
- describe other household duties

Dear Sharon,

First of all, I would like to express my sincere gratitude and appreciation for being such a good friend. You are always around when I need help, and for sure without your support I would not be able to plan my trip for the coming holiday.

As I told you before, I am planning to go to my homeland, Iran, and during the holiday I will switch off my business cell phone, so you can call me on my mom's fixed phone number every night between 8 pm to 9 pm, and in case of an emergency kindly just send me a text message on my personal mobile phone number. If there's nothing urgent and things are OK, then do not feel obliged to contact me.

I am sure that you remember my 12-year-old tomcat, Charlee. The only things he needs are water and his special food which is available in the red cabinet near the sink. Please feed him on a regular basis and avoid feeding him more than his scale. Half of his dish per day is more than enough for such a lazy cat who just sleeps s and does not have so much activity.

I have recently planted some flowers such as rose ~~Rose~~, S~~s~~unflower, C~~c~~amellia and C~~c~~arnation in my small garden behind my house which are ~~needed~~ to be watered every day, so I would be thankful if you could water them every other evening.

The only problems you may face with are the air conditioner which sometimes stops working and the other issue is the clogged pipe of my bathtub. If you have any problem with either ~~any~~ of them just call Jack, the repairman, who is available 24/7.

Please note that I have written all the necessary phone numbers you might need, and posted ~~pasted~~ them on the refrigerator.

Once again I would like to take this opportunity and thank you for your supports.

Cheers,

Amir