

**You live in a room in college. There is a problem in your room that you would like repaired.**

**Write a letter to the accommodation officer at the college. In the letter**

- **describe the problem**
- **explain how the situation affects you**
- **suggest a time when a repairman could visit**

**Amin Neshan**

**Dear Sir or Madam**

I am writing to inform you of a couple of problems which recently have deeply concerned me. I am a junior student studying International Marketing and, this semester, I am planning for graduation. I live in room 405, 4<sup>th</sup> story in Professor Johnson Dormitory on campus.

I am writing to express my dissatisfaction with the air-conditioner. It has not worked properly since the central air-conditioning system was initiated in the department. As you may know, we are in the warmest season of the year and lack of a cooler in each room makes a living really unbearable. What changes the situation into a dramatic disaster for me is that, regarding the exam time in these days and its paramount impact on my Graduation Leave Form, I cannot comfortably fall into sleep at nights due to the intense hot temperaturewarmth. Besides, the frige-fridge set in the room has too much sound particularly during sleep time when other noises are removed.

I would deeply appreciate it if you would possibly have both the air-conditioner and the fridge repaired this week, as soon as possible. I offer either this WendsdayWednesday on 5<sup>th</sup> June after 4 p.m. or Thursday beginning at 1 pm to 5 pm, owing to the busy schedule I have and that I am afraid I will not be available other times.

I look forward to seeing your repairman in the mentioned times.

Yours Sincerely

