

1. You were recently impressed by a staff member at a supermarket. Write a letter to the manager of the supermarket. In your letter:

- Describe the situation
- Explain how you were helped
- State what you are going to do as a result of this good experience

Write at least 150 words. You do NOT need to write any addresses.  
Begin your letter as follows:  
To Whom This May Concern,

2. You were absent from an important event held by the company you work for. Write a letter to your manager. In your letter:

- Apologize for your absence and explain the reasoning
- Explain why you had to be at the other event
- Explain what you will do to catch up

Write at least 150 words. You do NOT need to write any addresses.  
Begin your letter as follows:  
Dear Mr. Brannagan

3. You are due to move into a rented apartment next week but you will not be able to due to an unexpected problem. Write a letter to the property manager. In your letter

- Explain the situation
- Describe your problems
- Tell him/her when you think you can move in

Write at least 150 words.  
Begin your letter as follows:  
Dear Ms. Williams

4. You applied to a job, were offered the position, but have decided not to accept the offer. Write a letter to the HR supervisor with whom you interviewed. In your letter:

- Explain the reason why you are declining the offer
- Describe your reasons for staying with your current position
- Express your gratitude

Write at least 150 words. You do NOT need to write any addresses.  
Begin your letter as follows:  
Dear Ms. Barry,

5. You have been living in a rental apartment for the past year. Recently, a new neighbor moved in who has loud parties several times a week. Write a letter to your landlord. In your letter:

- Explain the situation
- Describe why it bothers you
- Suggest a solution

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr. Ronch

6. You are having a graduation party next Sunday evening. You have invited over 25 people to celebrate in your garden, which may continue late into the night.

Write a letter to your elderly neighbor. In your letter:

- Explain what will be happening
- Offer your apologies in advance
- Invite him to join the celebration

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr. Kulligowski

7. Although you are meant to present your thesis project in one month, your sister is getting married in Spain at the same time. You would like to change dates for your presentation.

Write a letter to your professor. In your letter:

- Explain the situation
- Remind the professor of your academic achievements to date
- Ask for a different date to present your thesis

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Professor Simons,

8. You have received a job offer for an exciting, new position. Although you are expected to start on September 7th, you are only available to start a week later due to personal reasons.

Write a letter to your new boss. In your letter:

- Express your enthusiasm for the job offer
- Explain the problem
- Suggest what you can do

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Ms. McIlwain,

9. You have been invited to a networking conference for your field of work.

Write a letter to your boss. In your letter:

- Describe the invitation you received and why it is important to you
- Explain why the conference would be beneficial for you and the company

- Ask for the company for time off to attend and to cover some of the travel costs

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr. Powell,

10. You are going to spend your vacation in Rome, Italy. Your friend's grandfather lives there and has offered to let you stay in his apartment.

Write a letter to your friend's grandfather. In your letter:

- Thank him for the offer but politely decline
- Inform him of when you will be in Rome and your travel plans
- Invite him for an outing

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr. Harris