

from ielts2.blogfa.com

26 James Street
Oxford
OX4 3AA

22 May 2000

Dear Charlie,

We wanted to let you know that early this morning Julia Claire was born. She weighs 7lbs 2oz, and she and Harriet are both very well. The birth took place at home, as planned.

It would be wonderful to see you, so feel free to come and visit and meet Julia Claire whenever you want. (It might be best to give us a ring first, though). It would be great to catch up on your news too. Give my regards to all your family, I haven't seen them for such a long time.

Looking forward to seeing you,

Nick

22nd February 2001

Subscriptions Manager
Natural World Magazine
Zoom Publishing Ltd.
PO Box 14
BIRMINGHAM
B18 4JR

Dear Sir or Madam,

Subscription No. NWM/1657

I am writing to inform you of my decision to cancel my subscription to Natural World Magazine after the March 2000 issue. This is due to the increase in subscription renewal rates announced in your February issue.

I have issued instructions to my bank to cancel my direct debit arrangement accordingly.

Yours faithfully,

Francesca Devine

from ielts2.blogfa.com 112 Victoria Road
Chelmsford
Essex CM1 3FF
Tel: 01245 33433

Allan Deal Builders
35 Green St
Chelmsford
Essex CM3 4RT

ref. WL/45/LPO

13/6/2000

Dear Sirs,

I confirm my phone call, complaining that the work carried out by your firm on our patio last week is not up to standard. Large cracks have already appeared in the concrete area and several of the slabs in the paved part are unstable. Apart from anything else, the area is now dangerous to walk on.

Please send someone round this week to re-do the work. In the meantime I am of course withholding payment.

Yours faithfully,

W. Nicholas Cotton

Flat 3,
Nesbit Lodge,
Goldsmith Crescent
BATH
BA7 2LR

16/8/00

The Manager
Summersun Ltd
3 Travis Place
SOUTHAMPTON
SO19 6LP

Dear Sir,

Re: Holiday booking ref p142/7/2000

I am writing to express my dissatisfaction with the self-catering accommodation provided for my family at the Hellenos Holiday Village, Samos, Greece, from 1-14 August 2000.

On arrival, the accommodation had not been cleaned, the refrigerator was not working and there was no hot water. These problems were pointed out to your resort representative Marie Finch, who was unable to resolve them to our satisfaction. We were forced to accept a lower standard of accommodation, despite having paid a supplement for a terrace and sea view. This detracted significantly from our enjoyment of the holiday. I would appreciate it if you would look into this matter at your earliest convenience with a view to refunding my supplement and providing appropriate compensation for the distress suffered.

Yours faithfully,

Patrick Mahon

Larch House
Hughes Lane
Sylvan Hill
Sussex

22 June 2000

Dear Mrs Robinson,

I would like to send you my deepest sympathies on your sad loss. It came as a great shock to hear of Dr Robinson's terrible illness, and he will be greatly missed by everybody who knew him, particularly those who, like me, had the good fortune to have him as a tutor. He was an inspiring teacher and a friend I am proud to have had. I can only guess at your feelings. If there is anything I can do please do not hesitate to let me know.

*With kindest regards,
Yours sincerely,*

Malcolm Smith

55A Morford Lane

Bath

BA1 2RA

4 September 2000.

Dear Mr Bullwise,

I am most grateful for your kind letter of sympathy. Although I am saddened by Rolf's death, I am relieved that he did not suffer at all.

The funeral was beautiful. Many of Rolf's oldest friends came and their support meant a lot to me. I quite understand that you could not come over for it, but hope you will call in and see me when you are next in the country.

Yours sincerely,

Maud Allen

5/5/2001

Dear Neighbour,

As I am sure you are aware, there has been a sharp increase in the number of lorries and heavy goods vehicles using our residential street as a shortcut to the Derby Road industrial estate. There have already been two serious accidents, and it has become very dangerous for children to play outside or cross the road. There is also considerable noise nuisance, increased pollution, and damage to the road surface.

You are invited to an informal meeting at No. 97 Kiln Road to discuss petitioning the local council for traffic calming measures and a lorry ban. I hope that you can come along and support this initiative.

Yours,

Paul Norris

from ielts2.blogfa.com 35, rue Dumas
58000 Nevers
France

16 March 2000

The Manager
The Black Bear Hotel
14 Valley Road
Dorchester

Dear Sir or Madam,

I am afraid that I must cancel my booking for
August 2nd-18th.

I would be very grateful if you could return my
£50.00 deposit at your early convenience.

Yours faithfully,

Agnès Andrée.

c/o 99 Henderson Drive
Inverness IV1 1SA

16/6/00.

Dear Mrs Mayhew,

It is very good of you to invite me to dinner
and I shall be delighted to come on July 4th.

I am as yet uncertain as to where exactly I
shall be staying in the south, but I will phone you
as soon as I am settled in London in order to
confirm the arrangements.

With renewed thanks and best wishes,

Yours sincerely,

Sophie Beauverie

Mr Oates
Hemingway House
Eliot Street
Coventry CV2 1EE

March 6th 2000

Dear Dr Soames,

Thank you for your kind invitation to dinner on the 19th. Unfortunately, my plans have changed somewhat, and I am leaving England earlier than I had expected in order to attend a literary conference in New York. I am sorry to miss you, but perhaps I could call you next time I am in England, and we could arrange to meet.

Until then, kindest regards,

A handwritten signature in cursive script, reading "Michael Strong". The signature is written in dark ink on a white background.

16 Muddy Way
Wills
Oxon
OX23 9WD
Tel: 01865 76754

Your ref : TT/99/HH

4 July 2000

Mr M Flynn
Mark Building
Plews Drive
London
NW4 9PP

Dear Mr Flynn,

I was delighted to receive your letter offering me the post of Senior Designer, which I hereby accept.

I confirm that I will be able to start on 31 July but not, unfortunately, before that date. Can you please inform me where and when exactly I should report on that day? I very much look forward to becoming a part of your design team.

Yours sincerely,

Nicholas Marr

13th February 2000

*The Personnel Manager
Pandy Industries PLC
Florence Building
Trump Estate
Bath BA55 3TT*

Dear Sir or Madam,

I am interested in the post of Deputy Designer, advertised in the "Pioneer" of 12th February, and would be glad if you could send me further particulars and an application form.

I am currently nearing the end of a one-year contract with Bolney & Co, and have relevant experience and qualifications, including a BSc in Design Engineering and an MSc in Industrial Design.

Thanking you in anticipation, I remain,

Yours faithfully,

A Aziz

JAYNE SAUNDERS

143 Farndon Street, Blackstock, Essex CM21 8BG

TEL/FAX (01402) 546091

Ms Cath Harries
Human Resources Manager
Harpen Books Ltd
9-11, Clapton Street
Poole
Dorset
SP19 8GS

29th August 2005

Dear Ms Harries,

Assistant Editor/Desk Editor

I wish to apply for the above post, advertised in *The Bookseller*.

Currently I am working in a new small publishing company, *Notions*, that specializes in highly designed, high-quality non-fiction books. Since I started here I have been the only full-time employee working on all editorial aspects of the books. Answering directly to the Publishing Director and the Editorial Director, I have a very wide range of responsibilities including: editing on screen in Quark and Microsoft Word, liaising with the designers and freelance editors, checking manuscripts at the film stage, managing the stationery budget, Americanizing text, as well as signing off books, having checked the proofs.

I have been at *Notions* for over a year, and have learnt a great deal, but there is no longer the scope to use all my knowledge and experience. I am seeking a position that offers responsibility for the full range of publishing and editorial skills, as well as the opportunity to meet and work with a range of people. I like to think that I bring enthusiasm and adaptability to my work.

I would welcome the opportunity to discuss this letter and my enclosed curriculum vitae. The telephone number I have given is my home one and all calls are answered.

I look forward to hearing from you.

Yours sincerely,

Jayne Saunders

4 Manchester St
London
NW6 6RR
Tel: 020-8334 5343

Your ref: 099/PLK/001

9 July 2000

*Ms F Jamieson
Vice-President
The Nona Company
98 Percy St
YORK
YO9 6PQ*

Dear Ms Jamieson,

I am very grateful to you for offering me the post of Instructor. I shall have to decline this position, however, with much regret, as I have accepted a permanent post with my current firm.

I had believed that there was no possibility of my current position continuing after June, and the offer of a job, which happened only yesterday, came as a complete surprise to me. I apologize for the inconvenience to you.

Yours sincerely,

J D Salam

**23 Bedford Mews
Dock Green
Cardiff
CF 23 7UU**

029-2044 5656

2nd August 2000

*Marilyn Morse Ltd
Interior Design
19 Churchill Place
Cardiff CF4 8MP*

Dear Sir or Madam,

I am writing in the hope that you might be able to offer me a position in your firm as an interior designer. As you will see from my enclosed CV, I have a BA in interior design and plenty of experience. I have just returned from Paris where I have lived for 5 years, and I am keen to join a small team here in Cardiff.

I would be happy to take on a part-time position until something more permanent became available. I hope you will be able to make use of my services, and should be glad to bring round a folio of my work.

Yours faithfully,

K J Dixon (Mrs)

Encls.

South Park Drive
Hull HL5 9UU
Tel: 01482 934 5768
Fax: 01482 934 5766

Your ref. DD/44/34/AW

5/3/00

Dear Sirs,

Mary O'Donnel. Date of birth 21-3-63

I am glad to be able to write most warmly in support of Ms O'Donnel's application for the post of Designer with your company.

During her studies, Ms O'Donnel proved herself to be an outstanding student. Her ideas are original and exciting, and she carries them through - her MSc thesis was an excellent piece of work. She is a pleasant, hard-working and reliable person and I can recommend her without any reservations.

Yours faithfully,

Dr A A Jamal

from ielts2.blogspot.com
35 Prince Edward Road
Oxford OX7 3AA
Tel: 01865 322435

*The Manager
Brown Fox Inn
Dawlish
Devon*

23rd April 2000

Dear Sir or Madam,

I noticed your hotel listed in the "Inns of Devon" guide for last year and wish to reserve a double (or twin) room from August 2nd to 11th (nine nights). I would like a quiet room at the back of the Hotel, if one is available.

If you have a room free for this period please let me know the price, what this covers, and whether you require a deposit.

Yours faithfully,

Geo, Sand.

3 Norton Gardens,
BRADFORD
BD7 4AU

30 June 2001

Regional Sales Manager
Nortex and Co.
Cooper St.
LEEDS
LS5 2FH

Dear Mr Perrin,

I am writing to inform you of my decision to resign from my post of Sales Administrator in the Bradford offices with effect from 1 July 2001. I am giving one month's notice as set out in my conditions of employment. I have for some time been considering a change of role and have been offered a post with a market research organization which I believe will meet my career aspirations.

I would like to take this opportunity to say how much I value the training and professional and personal support that I have received in my three years with Nortex and Co.

Yours sincerely,

Melinda MacPhee

23 via Santa Croce

Florence

Italy

30 April 2000

Dear Oliver,

Kate and I are getting married soon after we return to the UK - on June 20th. We would like to invite you to the wedding. It will be at my parents' house in Hereford, probably at 2.30pm, and there will be a party afterwards, starting at about 8pm. You are welcome to stay the night as there is plenty of room, though it would help if you could let me know in advance.

Hope to see you then,

Best wishes,

Giorgio

Mr and Mrs P. Leeson
Ivy Cottage
Church Lane
HULL HU13

7th April 2000

Mr and Mrs Leeson thank Mr and Mrs Jackson for their kind invitation to their daughter's wedding and to the reception afterwards, but regret that a prior engagement prevents them from attending.