

LETTER OF MOTIVATION

LETTER OF INVITATION

LETTER OF COMPLAINT

etc.

LETTER OF INQUIRY

Dear Miss Jones,

I am writing in reply to your letter asking for information about our summer camp.

The camp lasts from July 22nd to August 30th. Our staff are required to work during the whole of this period. Regarding payment, we are offering a weekly wage of £70 plus free accommodation and food.

Accommodation includes a shared room with bathroom. There is a large on-site dining hall where campers and staff are provided with breakfast, lunch and dinner.

As far as the working day is concerned, we ask our leaders to be available for duty ten hours a day, including supervision time. Leaders are allowed one day off per week, but this is not to be taken at weekends.

I hope that I have been of some assistance to you. Please do not hesitate to contact me again if you require any further information.

Yours sincerely,
Gareth Williams

LETTER OF APPLICATION

EUROPE

Business Journalist

This international business magazine, with 1,000,000 readers worldwide, is seeking a journalist, based in Geneva, to cover business news in Europe.

Requirements:

- A master's degree in journalism
- At least two years' experience in business journalism
- Fluent in French and German. If possible, some knowledge of Spanish
- Excellent communication skills
- International travel experience is a plus

Please, send CV and letter of application to:

David Benton, Worldwatch Europe, IPA
56 Merritts Avenue, Overland Park, Reading RG26HD
Visit us on the web: <http://www.wep.ipc.co.uk>

Read Nancy's letter of application and complete it using the phrases and words in the box.

<i>I consider myself</i>	<i>experience</i>	<i>widely</i>	<i>As you will see</i>	<i>hard-working</i>
<i>I am writing in response</i>	<i>advertisement</i>	<i>fluently</i>	<i>CV</i>	<i>on business</i>
<i>I look forward to hearing</i>	<i>deadlines</i>			

Dear Mr Benton,

_____ to your _____ in today's *Guardian* for a journalist based in Geneva.

_____ from the enclosed _____, I studied journalism and modern languages at University College, London, and continued my education at Queen Mary's College, London, where I was awarded a master's degree in journalism.

_____ the ideal candidate for the job because I have all the relevant _____. In my present job I hold the position of the head correspondent for Eastern Europe. I previously worked for the BBC World Service, at first covering Mexico and Argentina, then Europe, therefore I have travelled _____ in South America and Europe. In my present job I frequently go to Japan _____. I speak French, German, and Spanish _____.

I am an enthusiastic and _____ person. I am also good at organising people and can meet _____.

_____ from you in the near future.

Yours sincerely,

Nancy Mann

Nancy Mann

SALES LETTER

Dear Sir or Madam,

I am writing to inform you about the programmes that my company offers to different businesses.

It is my pleasure to introduce user friendly software which can act as an effective assistant by reducing your work loads. I have been walking around offices by creating awareness to people over the past few months. Many insurance companies had accepted my software and they were happy due to my visit. I am proud to help you by making your work easier and reducing your operational costs.

I am very happy to show you the features and demonstrate the function of my new user-friendly software, which has greater capabilities to help you. If you want to reduce the number of workers in your firm, this software is an outstanding tool to help you do that.

If you are interested in my presentation, reply to this letter or contact me on my telephone number (01658387).

I look forward to hearing from you.

Yours faithfully,

John Snow

John Snow

PERSONAL LETTER (INFORMAL LETTER)

Hi Stuart,

How's it going? Just a quick email to tell you all about the photography competition I entered in a wildlife magazine. You aren't going to believe this – I won first prize!

I'm so thrilled! My photo was of a fox that often comes into our garden. I lay silently on the ground for ages trying to get the best shot. I was freezing cold, but it was all worth it. Not only my photo appear in the next month's magazine, but it will also be put on display at a special exhibition at an art gallery in town. I'll even get £200 prize money!

I'm so excited about this! I still can't believe it. They are going to present me with the prize at the opening of the exhibition on August 16th at 7 pm. I'd love you to be there. Do you think you can come?

Well, I'd better go now. Write soon with your news and to let me know if you can come on the 16th.

Best wishes,

John