

CLB4A – Reading a letter activity (SKILL BUILDING) (Interacting with Others)

Read the parts of the letter below and put them in the right order. Use the numbers 1 to 5.

PARTS OF THE LETTER	NUMBERS
I have left many messages and wrote a few notes. Here is my number 519-615-5587.	
I'd like my money back for the last week since my child has not received any of the above mentioned. I'm sure this is the mistake of the organizers, so I'd like a response soon.	
I've had this problem since last Thursday, and today is Wednesday. I feel it is unacceptable that my child is attending daycare at your school without any food or activities. I was told that the person in the room told the kids to "sit there and be quiet" until the school teacher came to get them. I am pretty sure that this BEFORE/AFTER School program was advertised to have group activities and a warm snack and drink.	
Anyway, I appreciate your reading my letter. Please write or call asap. Speak soon, James	
Dear Mrs. Smith, September 29, 2021 I'm writing to you from the office. I hope this reaches you well and you can send this information to the person in charge of the after school program. I don't have their contact information, so I am reaching out to you.	