A The upstairs shower seems to be leaking into the kitchen below and this is dangerous.

B We would be grateful if you could get the problems fixed as soon as possible.

C We're also worried as there is no front gate, which makes the house less secure.

D We have exams soon and my computer is broken.

E I look forward to hearing from you very soon.

F My friends and I rent one of your properties and I am writing to inform you of some problems that we are having.

2.1 Look at the suggested plan below for a letter to answer the question in 1.3. Think about what you would write for parts 2–6.

1 Greeting	*Dear Sir or Madam,*
2 Opening statements (introduce yourself, say why you are writing)	
3 Explain the situation	
4 Describe the problems with the house	
5 Say what you would like to happen	
6 Closing statements (signal the end of the letter)	
7 End the letter	

LIVEWORKSHEETS