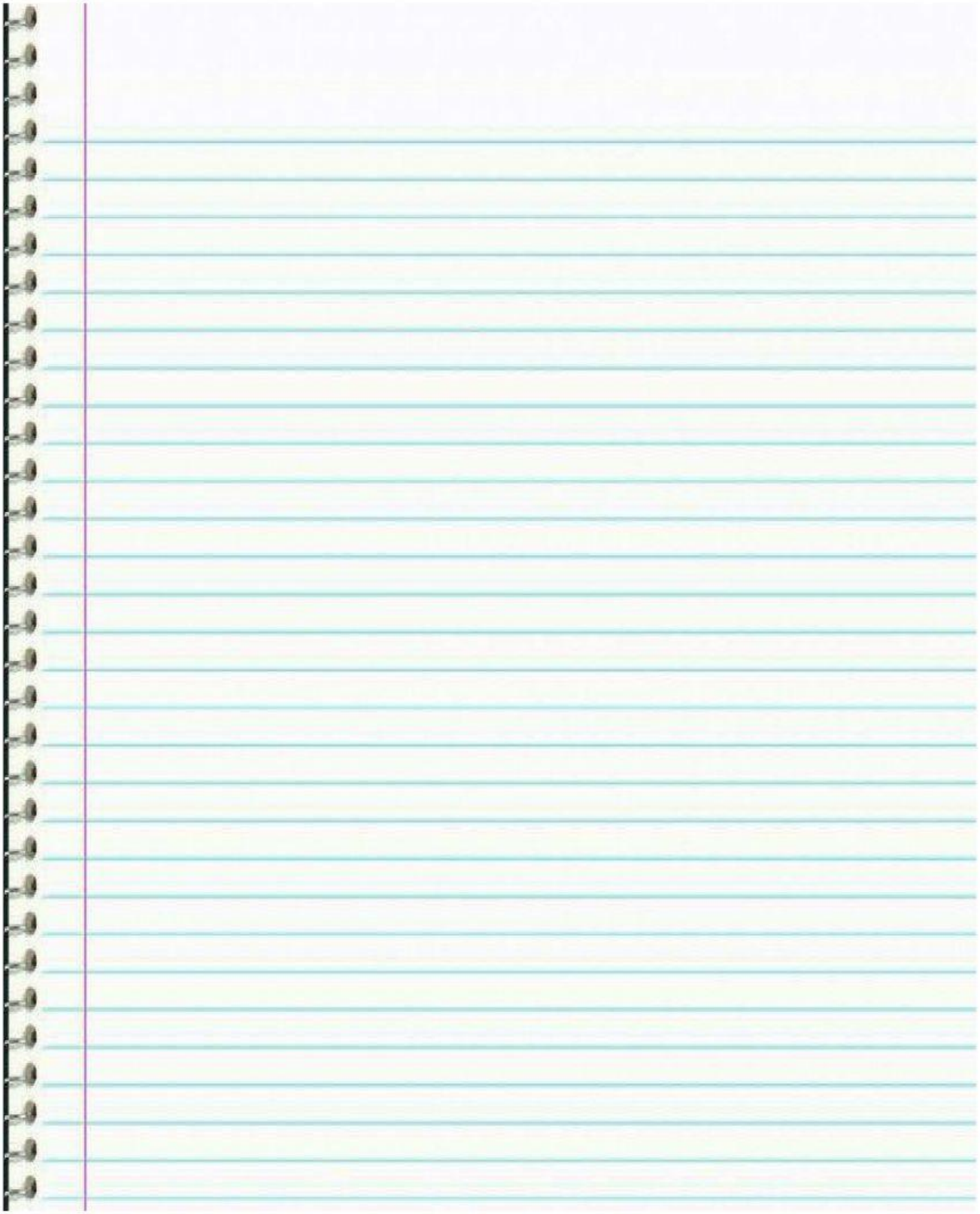
Write **ONE** of the following letters. The body of the letter should contain **THREE** paragraphs. Address an envelope to accompany a letter.

1. Your school has poor internet connectivity. Write a letter to the Director of Education expressing your concern. Request this problem be fixed in a specific time frame.
2. You recently purchased a laptop computer from a store in your neighborhood. However, after a few days it stopped working. Write a letter to the Manager of the store explaining the inconvenience caused. Request that he/she settle the matter in a satisfactory way.
3. You have noticed that there are many abandoned buildings in your community. Write a letter to the Member of Parliament for your constituency expressing your concern. In your letter, state **TWO** problems that have developed as a result of the abandoned buildings and request that the matter be addressed.



LIVEWORKSHEETS



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