

FORMAL LETTER WRITING

You want to spend summer abroad with your friends and are looking for rented house there. Write a letter to a property agent in which you

- introduce yourself and mention who will rent a house with you
- describe the type of accommodation you hope to find
- give your preferences for the location of the house.

Write at least 150 words. Do not write your real name or any other personal information.

Dear Sir/Madam,

I am writing regarding the rent of a house in England for summer holidays. There are some things I would like to ask you.

My name is Mark and I am a student of South College in Cardiff. I plan to spend summer holidays with my cousin Mike who is a high school student. I am 18 and my cousin is 2 years younger than me.

Our plan is to find a small summer house in Brighton. Ideally, I would like to rent a detached house with 2 bedrooms and a swimming pool. The bedrooms should be pretty spacious and the kitchen should have a window that opens to the outside. The kitchen should also have basic things like a refrigerator, dishwasher and microwave fitted in it.

We would prefer a quiet location in the suburbs, but it should be close to the shopping area. Last but not least, the public transport should be available in that area. Local clubs are also an important consideration.

Please let me know as soon as you find a suitable house for me. If you have any questions, please feel free to contact me via e-mail. I look forward to receiving your response.

Yours faithfully,
Mark Simons