Formal Writing

In the next box write a letter having in mind the next requirements:

- ✓ The letter must talk about an item you purchased but it was defective and you want either a refund or the item changed.
- ✓ The minimum number of words is 250.
- ✓ Use new vocabulary to express your point of view and your nonconformance.
- ✓ Explain step by step how you'd like to have the process done.

LIVEWORKSHEETS