Reading Part 1: Reading Correspondence

Time: 11 minutes

Read the following message:

Dear Mr. Strickland,

I am writing to you to request you to allow me to pay my rent late this month.

I've been a tenant with you for a number of years now, and, as you know, I have always paid my rent on time. However, I am going through a financial crunch at the moment. Last month, I was made redundant from my job because the company I was working for, shut down its operations. Since I had joined the company last month only, I was among the first few to bear the brunt. In fact I was not even entitled for the redundancy payment, leaving me short of money this month. They have still not cleared my full and final payments and I am in dire shortage of funds.

I know that the house rent is to be paid within the first week of the month but I can assure you that I will be able to pay the rent on the 15th of next month. I have found another job, and they have kindly agreed to give me an advance on my wages, but due to some technical snag, the transfer of funds in my account will be possible in the next week only.

I hope this will be acceptable to you, but in case it is a problem, you can call me anytime.

Yours sincerely,
John Streetham.

Using the drop-down menu (□), choose the best option according to the information given in the message.

1.John would
(□)
2. Mr.Strickland is
(□)
3. John has been
(□)
4. John's company
(□)
5. John will
(□)
6. John and Strickland
(□)

Here is a response to the message. Complete the response by filling in the blanks. Select the best choice for each blank from the drop-down menu(□).

Dear John,

Very sad to hear about the 7._____ you are suffering through. However, I am writing to remind you that some of the payment is overdue as follows: Outstanding Rent: £1500 Due date: 15th March 2018.

I therefore request you that the outstanding balance be 8._____ and that you ensure that all future rental payments be made in full on the due date. I take this opportunity to advise you that unpaid arrears could result in 9._____ being taken against you, which may have serious implications on your career as well. If the arrears are not cleared, an application would be made for possession of the property, for which you may become liable for 10._____.

I would appreciate it if you could give me in writing about the expected date of payment, duly signed by your employer so that I can be assured of receiving the payment. If you would like to discuss this matter, please contact me urgently.
Thank you for your 11._____ in this matter.

Yours faithfully,
Mr. Strickland

LIVEWORKSHEETS