



## Writing a formal letter - answers

### A letter to the bank

Here is Sarah's final letter to the bank. The six correct sentences from her original two letters have been put together in one final letter:

Dear Mr Lowry

I am writing to ask why I haven't received a bank statement from you this month. It is extremely inconvenient for me to be without my statements because I have to use them to provide evidence to my employer of monthly expenses.

I am sure you are aware that this is not the first time I have had to write to you with regard to this matter. Soon I won't have any patience left with E.S.P. Bank and will take my services elsewhere.

I trust that you will give this matter your urgent attention and do what is necessary to ensure this mistake is not repeated. I look forward to hearing from you soon.

Yours sincerely,

Sara Brown