

Choose two topics and write.

:Topics and Prompts

1. (You Letter (Informal-Thank

• tpmorP : a etirW .noitacav ruoy gnirud keew a rof ylimaf s'dneirf a htiw deyats uoy enigaml
gratitude for their hospitality and you letter to your friend's parents, expressing your-thank
.mentioning specific things you enjoyed about your stay

2. (Letter of Complaint (Formal

• tpmorP : enohp ehT .reliater enilno na morf enohptrams wen a desahcrup yltnecer uoY
tioning battery. Write a letter of complaint to the arrived with a cracked screen and a malfunc
retailer, clearly explaining the problem, requesting a refund or replacement, and stating your
.desired resolution

3. (Letter of Application (Formal

• tpmorP : position at a local animal shelter. Write a reetnulov a rof tnemesitrevda na was uoY
letter of application, highlighting your relevant skills and experience, and explaining why you
.are interested in the position

4. (Letter of Advice (Informal

• tpmorP : lmed about choosing a major in college. ehwrevo gnileef si gnilbis regnuoy ruoY
Write a letter offering advice on how to approach this decision, sharing your own experiences
.and suggesting resources they could use