

TASK ONE: Writing practice

Read the following letter requesting payment, and choose the best words from the brackets.

PLANO Plastics Sp zo.o
Ul. Grancowska 45/290
Gorzów.
20.09.2017

The Managing Director
Veveluks Bottling Sp zo.o
Ul. Banialuki 76
Rzeszów
Account No. VB 675443

Dear Mrs. Piotrowska,

We wrote to you on 25 August concerning the above (*account, bill*) for 25,354 PLN which has now been outstanding (*for, since, about*) three months. When we agreed to offer you credit facilities we emphasized that it was essential to (*pay up, clear, handle*) accounts (*in, at, on*) time, especially as we generally do not (*allow, give, offer*) credit terms.

As you realize, delayed payments can create problems for us (*by, to, with*) our own suppliers, therefore we would appreciate it if you could either let us know why the (*account, credit, payment*) has not been cleared or let us have a remittance (*within, for, during*) the next fourteen days.

We hope this receives your immediate attention.

Yours sincerely,
David Sommer
Accounts Manager

TASK 2: (*Remember to show your letter to your teacher to consult your progress*).

Write a letter from Dorota Piotrowska, MD of Veveluks Bottling to David Sommer. (60-80 words)

- Thank him for his letter, apologize and quote the dates.
- Explain that a fire in your Head Office destroyed a lot of documents and computer data making it difficult to contact customers and suppliers.
- Inform him you need some time to get back to normal business.
- Request a further 30 days to settle the account.

Ćwiczenia na licencji Creative Commons



Mgr Joseph Ohimor