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FACILITY DRILL

Blog - 2018 - April

Short Letters 13

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PDF Date: 6 April 2019

A series of horizontal lines on the right side of the page, intended for writing practice.

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e p n s l r t v g

h i j k l m n o

p q r s t u v w x y z

aa ab ac ad ae

Blank handwriting practice lines on the right side of the page.

Short Letters 13

Dear Mr Long, I am writing to inform you that we shall be starting our highway improvement program in your road at the beginning of next month. Parking restrictions will apply at various points throughout the work, which we estimate will take about two weeks. This is long overdue and the result will be a clear safe road without the potholes and other dangerous faults in the road surface. We trust that you will understand the necessity for this and we intend to complete the work within the target timeframe. Thank you for your cooperation. Yours sincerely, Highways Management Officer (100 words)

Dear Mrs Potter, I would like to thank you very much for agreeing to speak at our meeting next month. We are really looking forward to hearing about your career and interesting experiences as a teacher at the special needs schools, as quite a few of our members have in the past volunteered at local schools offering extra help with craft work and reading skills. We do have a video projector and screen, and the sound system is in good order. Please let me know if there is anything else that you require before that date. Your sincerely, Albert Green (100 words)

Dear Miss Fields, I am writing to confirm that we have booked you in for your shorthand speed exam at the college in one month's time and the details of the location, time and exam requirements are in the attached document. Please arrive as early as you can, so that you and the others can settle and get some warm-up practice in before the exam time. The results of the exams being taken that week should be available in two months' time and I will send you separately a code to access the personal results page of the college website. (100 words)

Dear Mr Johnson, Thank you for your call yesterday to our receptionist, advising us that you will be arriving for the meeting a little later than the planned time, and we fully understand how this has become unavoidable for you. Fortunately, you are not due to speak until halfway through, and, as the time you will arrive will be a refreshment break, one of our employees will sit in and make notes for you, so that you know what was discussed at the beginning. I trust that this arrangement will enable you to remain fully informed of the proceedings. (100 words)

Dear Friends, I am writing to inform everyone of our next club ramble which will take place on the first of next month. The route takes in some of the best countryside views in our area, as well as about a mile through the woodland following the old footpath. There are no steep hills and it should take about two hours at a comfortable pace. We will end up at the Old Castle Inn for final refreshments. We would be delighted if members posted some of their photos of the route on our club Facebook page to encourage new members. (100 words)

Dear Members, Please make a note in your diary of our next members' meeting and conference which will take place in the Royal Hotel, details below. We are honoured to welcome General James Green as our guest speaker, who will be describing his life in military service and the many interesting experiences he has had on his world travels in the line of duty. Our speaker regarding Society matters is Sir John Carr. I hope you will be able to attend what promises to be a very interesting and informative meeting. Please let us know if you will be attending. (100 words)

Short Letters 13

Dear Mrs Blackley, I confirm that I have now received your letter of application to join our group of volunteers for hospital and care home visiting. We are very grateful to you for offering your time in this way. I have enclosed an application form which you should complete and return to me. You will need to give several references whom we can contact, and whose replies to us will remain entirely confidential within this organisation. Assuming your application details are in order, you would then be called for interview within three weeks, when we can discuss the role further. (100 words) (Total 700 words)
