

SPOT THE LETTER FEATURES

Letter Example – Sprouts

64 Brown Lane,
Foxhole,
Devon,
TQ9 7NJ
27th May 2020

Dear Mr. Smith,

I am writing to complain about the sprouts I bought from your shop last week. I came into your shop on Tuesday morning and bought 500g of fresh sprouts with a sell by date of 03.06.20 which, as you know, is next week.

When I tried to cook the sprouts, I found they were rotten inside. I had peeled the sprouts and cooked them with chestnuts. It was not until I tried to eat them that I found they were rotten.

This was disappointing, as I had nothing else to eat. Following the disappointment I was forced to go out and buy other food. As it was late at night the choice of shops was not very good and I had to settle for a tin of soup. I would like a full refund. I paid in cash and I enclose the receipt. Please contact me at the above address if you need to me come into the shop to pick up the refund, other please send me a cheque.

Yours sincerely,

Miss. F. Gardener.