

Bob Jones
River Street
Farnham
Surrey
GU10 3PR

John Smith
123 Long Road
Rainham
Kent
ME8 0BX

Tuesday 9th March 2010

Dear Mr Jones,

I am writing to complain about the condition of the playground. Over the last two weeks, I have noticed a great deal of litter.

It is my opinion that this litter is a health hazard. For example, yesterday a year 4 boy fell over and cut his hand on a broken bottle. The boy in question needed four stitches.

I believe that there are a number of things that you could do to rectify this problem. Firstly, it may be possible for you purchase additional litterbins. This would help prevent people discarding their litter recklessly.

In addition, I think that our school needs more adequate security to prevent vandals littering.

In conclusion, I hope you will take my concerns seriously and I look forward to your reply.

Yours Faithfully

John Smith

Dear James,

How are you? I've been **so busy** since your last letter. We have to work really hard at school **to get ready** for Year 2.

Despite this, I did manage to **play** football last night with my **friends**. We **won!** It was **great!**

Also, my dad **got me** a new football!

Anyway, **gotta go!** Speak to you soon. **Please write back.**

Love from Thomas

Text message:

Hi! How are you? ☺ Do you want to go to the park after school? TB xxxx

E-mail:

Hi John,

Hope you had a good Easter!

Would it be ok to move the meeting to next Monday as I can no longer make it.

Kind regards,

Susan



Join us for a colorful day of pottery painting
in celebration of

Emma's 9th Birthday!

Saturday, May 25, 2012
from 12:00 pm to 3:00 pm

Color Me Mine Pottery Studio
1234 West Avenue, Jenkintown

RSVP to Jane Smith by May 1st
215-555-1212 or
response@hotmail.com

Hi everyone!

We are having a lovely time at Knapp House! So far we've been surfing, low ropes, crabbing, on a speed boat and looked at rock pools. We even had an ice cream! Weather a bit variable but what's a bit of rain to Year 5? (or some of them) Love Josie, Lucy & Toby

Royal Mail
027-56 012

Exeter
Mail Centre

2nd

Knapp House: Activity Centre, Northam, Bideford, Devon. Tel: 01237 478843

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