

Exercise 3

Diana Williams is sending a short letter to Charlotte Hewittson about her case. The letter is in the wrong order. Put the parts of the letter into the correct order. There is an example at the beginning, which is the start of the letter.

Williams & Co

1 Dublin Square
Chatsworth
CH1 1DX

Ms C Hewittson
Chatsworth School of English
Braeburn House
Chatsworth
CH3 2SJ

11 July 20XX

- (a) As I explained to you, the relevant precedent says that acceptance of an offer cannot be made by silence and you have told me that you did not call them. I will write to CitiTravel today on your behalf and make our opinion on this matter clear to them.
- (b) I enclose my account for your attention and hope that this matter is now at an end. If you have any further questions please do not hesitate to contact me.
- (c) Diana Williams
- (d) **Your dispute with Chatsworth CitiTravel**
- (e) I am pleased to confirm to you the advice that I gave you when you visited my office. In my opinion, you did not form a contract with CitiTravel as you did not accept their offer to provide you with a bus on Friday 28 June.
- (f) Thank you very much for coming to see me yesterday in connection with the above matter.
- (g) Dear Ms Hewittson
- (h) My advice is then to do nothing more about this matter and wait to see if CitiTravel respond to our letter.
- (i) Yours sincerely

D. Williams

(1) g	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
-------	-----	-----	-----	-----	-----	-----	-----	-----

Help desk**What do these words mean?**

account – when the word is used in this way it means a bill or an invoice that someone must pay.