

Write Formal Writing Task 1 here:

Dear Sir ^P

I'm writing to complain about a problem that exists from your service. I have arranged a birthday surprise for my close friend and the confirmation forms that ^T arrives are all wrong.

First of all, the venue is not the correct one and also the date is wrong. So it needs to be changed. I feel very anxious, because the surprise is going to be held in two weeks and I don't know if I could have the correct forms soon. I hear that you are the best booking company and your clients are all satisfied. So,

I expect ^{Gr} from you to correct the fault, without any additional cost. Please check your emails for the correct venue and the date of the event and I'm waiting for your answer. I believe that you ^{WW} may change the confirmation ^{Comp} forms the sooner you can. Let me know about the changes.

Yours faithfully,

Melina

Comments:

- This paper is a Pass.
- Some vocab expresses opinion.
- Grammar is mostly correct.
- Formatting is logical.
- Does not meet word count.