

## Worksheet 1 Example letter

Fine Foods Ltd.  
10 Bridge Street  
London  
SW10 5TG

Hello Mr. Roger Jones:

I got the letter you sent on 1<sup>st</sup> September, and the stuff about the stock control system you make. It sounds great for us, but I want to check some things before we buy it. You said the system is bang up-to-date, but what happens if you update it again soon? Do we get money off the new one? You said it takes 3 weeks to install the system – that's too long! Can't you do it any quicker? Hope you can reply soon, we're in a bit of a hurry.

Thanks,

Janet Brown