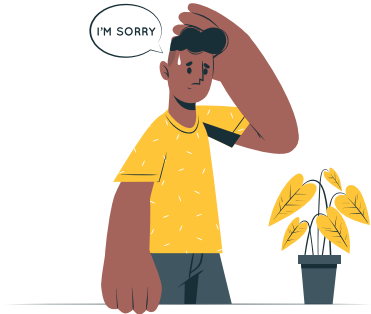


Task 1: Semi-formal Letter

Semi formal letter আমরা তাদেরকেই লিখে থাকি যাদের সাথে আমাদের professional বা business সম্পর্ক রয়েছে এবং আমরা তাদের by name (নামে) চিনি। For instance - your teacher, accountant, manager, landlord, etc. Address করার সময় আমরা surname ব্যবহার করবো - Dear Mrs.Thomas, Dear Mr. Jones.

USEFUL PHRASES

- Please let us know your requirements
 - Thank you for your letter
 - I am sorry but I will not be able to come to
- Please accept my apologies for
- I am sorry to say that I/we
 - I/ we can assure you that
 - I was wondering if you could / would.....?
 - We/ I would like to remind you that
 - Could you please
 - I am sorry for inconveniencing you



NB - Formal letters এ abbreviations / contractions ব্যবহার করা উচিত নয়।

SAMPLE QUESTION

You are working for a company. You need to take some time off and want to ask your manager about this.

- Write a letter to your manager. In your letter
- explain why you want to take time off
- give details of the amount of time you need
- suggest how your work could be covered while you are away.



Task 1: Semi-formal Letter

SAMPLE ANSWER

Dear Mr. Jones,

I am writing to request a few days of unpaid leave in March.

It is my parents' wedding anniversary on 22nd March and they are planning to celebrate their special day with their children and grandchildren in a cottage, which they have rented to accommodate all the family.

To participate in this special occasion I would need to be away from work for four days, from Tuesday 19th to Friday 22nd. My schedule for that week is relatively light apart from two meetings with clients. Anna would be able to attend the meetings in my place, as she has dealt with both of these clients in the past. I have no other meetings nor any other urgent work that needs to be completed at that time.

I would be very grateful if you could allow me to take these four days off as it is very important to my parents that I attend and I would appreciate it if you could let me know by the end of the week.

Kind regards,
Tom Watson

