

Sample answer (TASK 1)

Test-610 (G)

You should write at least 150 words. You do **NOT** need to write any addresses. Begin your letter as follows:

Dear Sir / Madam,

I recently requested a new credit card, as my old one was stolen during a holiday abroad. Even though the letter usually containing the credit card and its respective access information arrived on time, the credit card was missing and I would like to report this to you.

When the letter arrived, no visible signs were evident that the letter had been opened, but when I inspected the letterhead closely, there were small scratches that could indicate tampering. I believe that for security reasons this newly requested credit card should be cancelled immediately in order to avoid any criminal use. It may have been a technical issue, but it is also possible that a thief was responsible.

Lastly, I would like to know when a new credit card will be sent to me, as I will be going on a business trip in the near future and need it urgently.

Best wishes,

Marianne Bolton