

You successfully passed a job interview. You are expected to start on November 15, But you will not be able on that date.

Task: Write a letter to your new boss, explaining your situation, expressing your concern and suggesting solutions.

Dear Sir/Madam,

I am writing to inform you that, I won't be able to start work on November 15, as agreed during my recent interview with you.

The reason that I can't start work **was** because my mother **has fell** from the stairs yesterday. As, I am the only daughter and there are no other relatives **that** are able to look after my mother, I have no **choise** but to go back to look after her. According to the doctors it will take about two weeks for her to be able to walk and care for herself again.

I apologize for all the inconvenience and I truly believe that you need me to be at work on that day for the project that is schedule to kick of three weeks later. I am able to work for home and complete the project as mention. I will also report to you through e-mail and if there is a problem, I will call and inform you along the way.

Once again, I'm very sorry for the inconvenience and thank you for your understanding.

Yours faithfully,
S. Chua.

This is a good letter. It covers the task, has a good structure, the paragraphs are coherent.. Overall, looks like a band 6.5 letter □ some improvement to grammar could take it to Band 7.