

Dear Mr.Smith

I'm writing this letter to complain about some **issues** (*inconvenienc*es) which we have confronted since we moved in to the apartment . My family & I are one of your tenants in 2nd floor and we are going to spend a summer in your country . As you are aware , we just arrived a few days ago and still we **didn't settle down** (have not settled down). Therefore, I decided to inform you instantly in order to be assisted in solving our problems regarding the lack of beds and sofas in our apartment .

We have chosen this apartment based on the photos which you put on the internet and when we rented the flat , I insisted that we need enough beds to sleep and sofas to sit . Presently, however, we are "THREE" people who ought to share one bed – our major problem is lack of beds .

I would be immensely grateful in case you could look into the mentioned matter and take an immediate action to buy two extra beds ; otherwise , I suggest that we can buy them on our own and submit you the receipt, then you can deduct the amount from the monthly rental charges .

Many thanks in advance for your assistance and cooperation.

Yours Sincerely
Makame Tajbakhsh

Comment: Good Command of Language. However, the prevailing problem of TENSES.