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Formal Letter

You have received a letter from your bank, asking you to acknowledge receipt of a new bank card. However, the card was missing from the envelope.

Write a letter to the bank's head office. In your letter:

- **explain why you are writing**
- **express concern about the missing card**
- **ask them what they intend to do**

Write at least 150 words.

You do NOT need to write any address.

Begin your letter as follows:

Dear _____

Dear Sir / Madam

I am writing in connection with a missing or stolen debit card from your bank. This is an urgent matter as the bank card could prove dangerous in the hands of the wrong person.

Just yesterday, I received a letter from your bank's head office. **It stated** that my new bank card was enclosed and asked me to acknowledge receipt. However, when the envelope arrived in my mailbox, **it was in a tattered state**. More importantly, the debit card which was supposed to be included, was missing. I checked and rechecked around the mailbox, but found nothing. I am concerned that someone has gone through my mail and possibly stolen the card.

For this reason I request that you cancel the existing debit card immediately. The **debit card in question is related to my account** number 64729401 at your Bay and Bloor branch. After it has been cancelled, please arrange to send me a new one, as I need to travel overseas next week and will need to carry the new bank card with me.

Thank you kindly in advance,

Yours faithfully,

Ms Brenda Holster

Comment: Enough detailed reasoning and minimum mistakes of any kind.