

1. On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company. In your letter,

2. describe the item you lost.

Explain how you lost it.

Tell the insurance company what you would like them to do.

Dear Sir or Madam,

I am writing to file a claim for a reimbursement for an item that I lost which is of great personal importance to me. The thing that has gone missing is within the my coverage policy guidelines of the insurance, whose insurance and my reference number is RE098876.

The item I lost is a small bag containing all my day and night care products as well as my recently-purchased cosmetics. The bag itself is very fairly expensive, worthy of 30 pounds when I originally bought it the year before last. All of the cosmetics and skin care products are big well-known brands, including POLA, CPB and SKII. I like the bag and the items inside very much.

I lost the bag when I was heading to Paris Airport last Wednesday at 6:00 in the morning. When I was on the tube, I found suddenly realized out that one of the zips of my backpack had been open before I boarded. I double checked my backpack and found out that the bag on the top containing containing my cosmetics and skin-care products was gone.

Would you please be so kind as to initiate the claiming process insurance claim process. Kindly let me know what forms to are expected to be filled in and what documents to should be provided so in order that I can make a successful claim. It would be great if your company could place a phone call to my workplace this coming week between the hours of 9am and 5pm.

Looking forward to your response.

Best Regards, Yours Faithly,

Yi Li

201

TA - 7 / 8

V - 7 / 8

G - 7 / 8

CC - 7 / 8

Overall: 7 / 7.5 / 8

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Commented [Dave1]: Focused fully on full development of each point

Commented [Dave2]: Adjectives – stronger collocations

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Commented [Dave3]: Good range of grammar

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Commented [Dave4]: Very uncommon – excellent piece of vocabulary

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Commented [Dave5]: Make it a stronger collocation when possible

Commented [Dave6]: A little rarer – less common vocabulary

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Commented [Dave7]: More strong phrases for V G TA

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Commented [Dave8]: Show off with every sentence

Commented [Dave9]: I have had this bag in my possession for the last two years and now attach some sentimental value to it as well.

Commented [Dave10]: Past perfect – one event before one in the past
Really helps grammar

Commented [Dave11]: Not quite fully

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