

Formal Letter Writing

You asked a local builder for a quote for a new bathroom and he has sent you the attached letter.

The letter is written in a very descriptive and over the top manner.

Re-write the letter in simpler, but formal English. You will also need to make it more concise by cutting out unnecessary sentences or making some sentences shorter.

You might also want to change some of the vocabulary.

You can change the order round if you like, as long as the final letter makes sense.



KWT
497, Avenue Road
Shirley
CR0 4RG
Purveyors of Bespoke Bathrooms
Established 1865

Mr & Mrs Smith
4, Brook Street
Upper Norwood
SE27 1GO

12th day of October in the year 2009

My dearest Mr and Mrs Smith

We were absolutely delighted to visit your abode recently. What a beautiful house you keep! We particularly felt that the lounge had been decorated to an immaculately high standard.

Turning with great haste to the matter in hand, the bathroom, we feel that we can offer tip-top products and service here, and I very much doubt that you will be able to discover any other establishment that can contend with our absolutely, stunningly fantastic prices. Our quotation would be as follows:-

- To strip out the existing wash basin (with quite nice gold taps), toilet bowl (with brown wooden seat) and avocado coloured bath (with slightly stained sides) we would require a sum of two hundred and fifty pounds.
- To strip all the existing tiles, together with the grouting and fixer, we would require a sum of one hundred and fifty pounds
- To supply and fit new white bathroom suite which includes free-standing white bath, wash hand basin with pedestal and toilet with hidden flush we would require a payment of one thousand pounds.

This makes a provisional total of one thousand four hundred pounds.

We realise that there may be other items that you require and indeed during our visit you were unable to make a final commitment regarding the taps and other accessories. We fully understand that decisions can be difficult to make, so we suggest that you contact us by telephone at a time which will be convenient for you and we can arrange a mutually convenient time for us to convene again to discuss which taps and other accessories might be most suitable for your new bathroom.

Once we have established the costings for any additional items, we will be in a position to revise our quotation and provide you with a more accurate pricing for the work we will be carrying out.

We would like very much to make you aware of our terms and conditions in respect of payment for above mentioned products and services.

We would require you to provide us a deposit of fifty percent of the total amount payable at the inception of the work, although we would prefer a couple of days before, if that we possible. We would not expect you to provide us with any additional funds until the work has been completed and you are fully satisfied with the final bathroom

We realise you may wish to spend time considering this quotation. However should you have any further questions and queries or you are not completely sure about something, we would be most happy to answer these queries.

My colleagues and I thank you for offering us this chance of providing you with a quotation and we sincerely trust that we will be given permission to undertake this work.

We are yours sincerely

V. Fussy
The Complete Master Builder