An old car was left on the street near your apartment block several weeks ago. You telephoned the local Council to get them to take it away, but nothing has been done about it. The car is now causing an problem for residents.

Write a letter to the Council. In your letter

* describe the car
* outline the problems it is causing
* tell the Council what you want them to do

Dear Sir/Madam,

I am writing this letter to bring to your attention an issue caused by an old van left near my apartment block. I made a call to the council office to inform the officials of this problem, but nothing has been done about it yet. In addition to the effect this old van has on the beauty of our neighborhood, it is now a nest for wasps.

The car is a 1981 Volkswagen van with broken windows and no tires and has been left on the corner of 25th avenue beside the children’s playground since March 18th. The license plate number is 142G67. I asked the officials for the owner’s contact number but the police department does not grant access to this information to unauthorized civilians.

I, as a proud and concerned member of this neighborhood, expect the council to remove the car from the neighborhood as soon as possible because with the summer approaching, the playground near the block will be filled with children of different ages and the wasps can cause serious issues for them.

I hope that you take the required steps to resolve this issue,

Yours sincerely,

…

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Rater’s comments:

Pay attention to the layout of a letter

Good grammar and vocabulary use

Good coherence