Dear Sir or Madam,

I am writing to share with you the issue of an old car which has been abandoned near our apartment block on 22nd Avenue for several weeks.

The derelict car is an old Toyota Corolla which I guess belongs to 90s. The colour is silver and it does not have any rings and hubcaps. What is more, the registration number of the car is YBZ- 195.

This car has caused some problems in our block. First, the parking space has been limited . Second, some have started to steal the equipment of vehicle. So, this car has intensified criminal activities in the area.

Although I telephoned you several weeks ago, nobody has come to visit the car or contacted to police for taking it away. I expect that you take note of the problem as soon as possible and inform the police or someone who is related to this situation to remove the car.

I hope that you will address these concerns.

Yours faithfully,

Tina Razi

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Rater’s comments:

You had a few grammatical errors

Good vocabulary use

Good coherence and structure