Dear John,

I hope you’re doing well. I’m just writing this letter to thank you for agreeing the house-sit for me and let you know a couple of things before I leave to the airport.

As you know, I will be with my boyfriend and during my vacation my cell-phone will be offline so if you need to reach me for anything while I am away, please call him on 767899 or send him a message either on Whatsapp or Facebook messenger.

My dog needs to be fed twice a day- each morning and evening. I‘ve placed enough food for him in a white jar inside a kitchen cabinet. Apparently, you can take him outside each evening for a walk. Finally, make sure that he drinks plenty of fresh water every day.

You will receive an electronic bill at the end of this month. Please pay it with my debit card. Also, don’t forget to water my flowers and garden every day.

Keep in touch!

See you soon

Ayfar