

Note: This is a General Letter by a student. I have edited the problems with the letter to improve the Band Score.

Write a letter to a friend that you can't collect from the airport, as you have promised, because of some reason. In your letter

- explain why you can't come,
- guide them regarding other options to get to your home,
- describe the plans you made to show them around when your friend arrives.

- 1] Out of Station due to office conference, will arrive in the evening.
- 2] Taxi, Metro Station
- 3] Booking in Resort, Amusement park, New Year party passes.

Hello Rohan,

I hope this letter finds you in radiant health and best of spirits. I am writing to apologize, as even though I promised you that I will collect you from the airport, due to some imperative office conference I will not be able to make it in time.

However, I will guide you exactly about how to reach my place. Considering that you are returning to India after a long time it is implied that you might have multiple luggage. To avoid any hassles I suggest you to book an OLA cab and come directly to my home as public transport will is not a viable option during peak hours and for long distance travel in Pune. My parents already know about your visit and will welcome you home.

I have taken the liberty to do the bookings for our New Year eve plans. All necessary arrangements like, resort reservations, amusement park tickets and party passes are taken care of. I promise you that we will have a wonderful time together and make some life-time memories.

Yours Truly,
Murtaza.

Edited Letter

Write a letter to a friend that you can't collect from the airport, as you have promised, because of some reason. In your letter

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- 2] Taxi, Metro Station
- 3] Booking in Resort, Amusement park, New Year party passes.

Hello Rohan,

~~This is going to come as a surprise buddy, but I can't keep my word and come scoop you up next week after your plane lands at the airport. I hope this letter finds you in radiant health and best of spirits. I am writing to apologize, as even though I promised you that I will collect you from the airport, due to some imperative office conference I will not be able to make it in time. This intro is wrong. You added in the first discussion point into the intro. You would never use language like "due to some imperative"~~

~~Where is this paragraph "- explain why you can't come" There should be a whole paragraph explaining why you can't come. You added the first discussion point into the introduction which is a big mistake~~

~~I don't like excuses but I will not be able to make it in time because my boss just tore me a new one yesterday. He sent out a notice that said "All those who received reprimand and want to remain working here will put in extra hours next week to prepare for the upcoming conference."~~

~~Since I can't get there However, I will guide you exactly about how to reach my place. Considering that you are returning to India after a long time it is implied that you might have multiple luggage (So what??). To avoid any hassles I suggest you to book an OLA cab and come directly to my home, as public transport will is will not be not a viable option during peak hours and for long distance travel in Pune. My parents already know about your visit and will welcome you home (Again...So What?? What does this have to do with telling him the best way to get to your home.) If a cab is not your cup of tea, I can always arrange a private car, my treat of course.-~~

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Getting here is set, so let me tell how we'll take the city by storm. I have taken the liberty to ~~do~~
~~the bookings for our New Year's Eve party passes, plans, which will allow you to see downtown.~~

All necessary arrangements like, resort reservations, amusement park tickets, and party passes
are taken care of. Also, we are reserved at a resort and amusement park, so you can see beach
area of the town.

I promise you that we will have a wonderful time together and make some life-time memories.

Yours Truly,

Murtaza.

Revised Student General Letter with Changes

Write a letter to a friend that you can't collect from the airport, as you have promised, because of some reason. In your letter

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Hello Rohan,

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I don't like excuses, but I will not be able to make it in time because my boss just tore me a new one yesterday. He sent out a notice that said "All those who received a reprimand and want to remain working here will put in extra hours next week to prepare for the upcoming out of station conference."

Since I can't get there, I will guide you exactly how to reach my place. To avoid any hassles, book an OLA cab to my home, as public transport will not be a viable option during peak hours and for long distance travel in Pune. If a cab is not your cup of tea, I can always arrange a private car, my treat of course.

Getting here is set, so let me tell you how we'll take the city by storm. I have taken the liberty to book our New Year's Eve party passes, which will allow you to see downtown. Also, all arrangements are made at a resort and amusement park, so you can see beach area of the town.

I promise you that we will have a wonderful time together and make some life-time memories.

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