7 F I., 57 Novaya St.

Moscow 334521

Russian Federation

11 January, 2009

TOFL Services

Educational Testing Service

PO Box 6151

Princeton NY 085411-6151, USA

Dear Sirs,

I am writing to find out the information concerning TOEFL tests. I live in Russia and as I want to study in one of the US universities, I must take the TOEFL test to be admitted.

I hope you have TOEFL preparation centres in Moscow where people can be trained to take the examination well. I will be obliged if you could inform me of the location of such centres.

In addition to it, I don’t know anything about payment policies and service fees. I wonder if you could ell me about acceptable forms of payment.

I would you grateful if you send me all the necessary information. I need.

I am looking forward to hearing from you.

Yours faithfully,

Peter Limonov

 **7F I., 57 Novaya St.**

**Moscow 334521**

**Russia Federation**

**Dear John,**

**Thanks for you letter. It was great to hear from you and to hear about your skiing trip. I am glad you had a good time! I have taken so long to write back because I have been busy studying for my exams. They are over now, and I think I have passed everything, expect physics, of course.**

**How about you? Have you finished your exams yet? Perhaps we can get together when school finished. If you want to come down to Bristol for a weekend in July, it would be great to see you. Tell me that you think. The only other news is that my brother Andrew has got a new girlfriend. She is quite nice actually, and I think we are going to get on really well.**

**Best wishes,**

**Sam**

**15, Mira Street**

**Kazan 1NH56IU**

**12/03/2011**

**Centre of summer activities**

**4, Abbey Road**

**London JH34KL**

**Dear Sir or Madam,**

**I am writing to play for the temporary post of Summer Activity Coordinator, as advertised in The Times last Saturday.**

**I am a second year student at Bristol University and I am currently taking my end-of-year exams. The Summer vacation begins on June and ends on September, and I am hoping to find a job for as much of that period as possible.**

**Last summer, I worked for a company called Sunny Days which organizes holidays for children with disabilities. My duties included arranging sports and other activities and taking the children for excursions. I was considered to be a hard-working and responsible employee, and my manager at Sunny Days has already offered to provide a reference, should you require one.**

**I am enclosing my Curriculum Vitae and I look forward to hearing from you in due course.**

**Yours faithfully,**

**Kevin Waterstone**