

## Writing Sample



<b>Address &amp; Date</b>	<p>Flat G, 50/F, Block B, Golden Bauhinia Garden, Tsuen Wan, NT</p> <p>Manager Smart Electronics Ltd 21/F, Prince Building, Prince Edward, Kowloon</p> <p>27<sup>th</sup> June 20XX</p>
<b>Greeting</b>	Dear Sir / Madam,
<b>Opening paragraph</b>	I am writing to complain about the unsatisfactory purchase and service in your shop on 25 <sup>th</sup> and 26 <sup>th</sup> June 20XX.
<b>Body</b>	<p>I came at 6pm on 25<sup>th</sup> to try out the latest Pandora X1 camera but a salesperson, named Simon, said that I could only get hold of a model. I decided to buy the camera anyway so I told him to get me a new set. I asked if I could open the box to check whether the camera was working properly. However, Simon claimed that he could not open a new product until I paid. In the end, I paid and went home with the camera unchecked.</p> <p>When I opened it at home, I found the camera had been broken. I took the camera to the shop the following day but the same salesperson, Simon, insisted that I broke it on the way home so it was a manmade fault that the company was not responsible for any compensation.</p>
<b>Closing paragraph</b>	I did not enjoy the shopping experience that I received in your shop at all. For compensation, I am now asking for a full refund of the price of the camera (please see a copy of the receipt attached). I hope you would follow up this matter and I can be contacted at 9123 6123. Thank you for your attention.
<b>Close</b>	<p>Yours faithfully, Charles Charles Wong</p>