

G1-4

You should spend about 20 minutes on this task.

Your car is hired from a company and while you are driving on holiday, you have a small accident. You will have to write a report to the company to explain it. You need to explain the following :

- 1. When and where you hired it ?**
- 2. Describe how the accident happened ?**
- 3. What kind of action did you take after the accident ?**

You do **NOT** need to write your own address.

You should write at least 150 words.

Sample (by Josh Wells)

Dear Sir,

I am a recent customer of your rental company having I rented a car from your downtown outlet in Detroit. The car hired was an economy model vehicle which I rented from March 21st to the present. I would like to commend your company on their professionalism and the service offered, and as such I am sure you will handle my incident with these qualities.

Unfortunately, I had an unavoidable accident involving the aforementioned vehicle and another party. The accident was caused by the other car failing to stop at the red light of the intersection I was passing through, and as such the second party collided into the driver's side of my automobile. The police were informed in situ, whereupon they recorded information regarding the accident and the other driver's insurance details.

The police established the other driver's responsibility for the accident, and the second party's insurance company have been informed. I would like to request that a replacement vehicle be offered while my current vehicle is incapacitated. Once again, I would like to commend your company's professional attitude.

Yours sincerely,