



COURSEBOOK ELECTRICITY

UNIT 1

WRITING

RECEIVER'S
ADDRESS

THE ELECTRIC POWER
CORPORATION

THE CUSTOMERS' DEPARTMENT

23 AHARNON ST

ATHENS 25021

Dear...

SENDER'S
ADDRESS

IOANNIS PETROU

71 KARYSTOU ST

ATHENS 24087

DATE

10-12-2020

leave one-line space

(State
reason for
writing)

§ 1 →

As owner of the "Hermes" restaurant I am writing this letter
to complain about the inconvenience and damage that
was caused to my restaurant due to the unexpected
and long power cuts last month.

§ 2 →

To be more specific, the refrigerators did not work...
for many hours and as a result all our foodstuff was
spoilt.

(Describe
damage)

§ 3 →

Despite the fact that the restaurant remained closed for
long hours the staff was paid.

§ 4 →

Furthermore, due to the power-cut, the expensive advertising
campaign... for our restaurant on TV was not watched as
expected.

(State
claims)

§ 5 →

For all the inconvenience and loss of money mentioned
above, I would like to ask you to inform the public about similar
events in the future. Lastly, I believe I
should not pay the bill of next month as the

(Ending)

I am looking

the smallest contribution of the Corporation to
the damage of my business.
forward to hearing from you as soon as possible.

Yours Sincerely

Signature

Name in full

Occupation

Ioannis Petrou

Owner of the
'Hermes' restaurant.