

**2. You borrowed an important textbook from a classmate last term. You now realise your classmate has returned home overseas and you still have the book. Write a letter to him/her.**

**In your letter**

**apologise for the mistake**

**find out how important the book is to him/her**

**say what you will do**

Dear sudheer,

I hope you had a safe journey back to Japan, and that your family are all well.

I am writing to say that I'm sorry for not giving you back the book 'English Grammar in Use' which I borrowed from you last term. You lent it to me just before the exams to help me prepare for them, and yesterday I found it under my bed.

Please let me know straight away if you need this book for your studies right now, or whether you can manage without it.

If you really need it, I can post it for you by airmail immediately. If not, do you mind if I send it by ordinary mail as it's quite heavy? Or, if you prefer, I can send some money instead. Please let me know what you want me to do.

I hope you enjoy the holiday.