

General Writing

You should spend 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.

In your letter:

- **when and where you hired it**
- **describe how the accident happened**
- **what kind of action did you take after the accident**

You should write at least 150 words.

Dear Mr. Edwood Smith,

My name is Szepesi Sándor and I am writing to report an accident I was involved in while driving the New 2019 Mercedes-Benz GLE43 AMG 4MATIC Coupe 4MATIC I rented from you the other day. As stated in the attached police report, there is clear evidence that it was the other party's fault.

What happened was that while I was driving southbound down Petőfi St. in Budapest on the 15th of March at about 9:30 pm, I was going through a green light at Sarkadi St. when a car coming East on Sarkadi St. clipped me on the left side of the front bumper, as you can see from the picture.

Fortunately, nobody was injured, but the car has a dent about the size of my fist. (??which I have just hired in your office at Margit square on 14th of March.??)

My short explanation about the accident is this:

~~While I was driving on Petőfi St. a lady turned into (to turn to you is different. She turned to me and told me I was stupid.) me from Sarkadi St. and I wasn't able to stop the car without crashing into her. I just followed the traffic and she came from a subordinate street.~~

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I called the police immediately afterwards, and they verified that the lady caused the accident by violating basic traffic laws, specifically, that she ran a red light / didn't yield to oncoming traffic.... The police wrote up the accident report and a copy of it, along with my driver's license and ID card, are in the attachment.

I hope that the information I'm providing you should be enough for your insurance company to make the necessary claims. I've already returned the car and told the staff at your Enterprise Rentals office on Bryan Rd. in San Jose, California, but they suggested that I also write a letter to you.

If you need any further details or data don't hesitate just contact me.

Best regards,

Sándor

Notes: What you wrote wasn't bad. It was borderline B2 level, but there were serious problems with the construction and flow of ideas. I made changes to enhance the flow of ideas.

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Dear Mr. Edwood Smith,

I am Szepesi Sándor, one of your customers. I am writing to you in order to report that I had an accident at the corner of Petőfi and Sarkadi street in Budapest on 15th of March late evening. Fortunately nobody injured but the car has been damaged on the left side of its front bumper which I have just hired in your office at Margit square on 14th of March.

My short explanation about the accident is this:

While I was driving on the Petőfi road a lady turned to me from the Sarkadi street and I was not able to stop the car without a crash. I just followed the traffic and she came from a subordinate street.

I called the police at the beginning of this situation who after arrived to the scene of the accident clarified that the lady caused this accident by violated traffic regulations. We filled the official form of the accident where recorded all of the required personal details.

The scan of the above mentioned form, my driver license and ID card are also attached in my email.

I hope the attachments and my letter will be enough to your insurance company to start the process in this case.

If you need any further details or data don't hesitate just contact me.

Regards,

Sándor

