

Now redraft the letter in a more appropriate way using the hints below:

~~Dear Silvia Knapp~~

1. I'm working for Jackie Brady. Jackie gave me your letter to her about the contract with Rachel Hunt. The date on the letter is 16 April 2006.
2. Jackie says that it's true that she had a contract with Rachel to make her a new dining table and 4 chairs and that Jackie finished the furniture and took it round to Rachel on 2 February. Jackie also agrees that Rachel paid £850 in cash for the table and chairs. But that's the only part of your letter that Jackie says is true.

(...)

HINTS. Please use the hints below to redraft the letter. Some word forms need to be changed.

1. Instructed / with regard to / passed to me / dated
2. Confirm / enter into / receive cash payment / however / dispute / issues

(...)

This is a letter of a solicitor Siobhan O'Mahoney written on behalf of his client Ms Jackie Brady to another lawyer Sylvia Knapp. Complete the gaps with the words given; sometimes you need to change the word form. Follow the instructions in brackets as well.

Dear

Brady Ms claim Jackie against (put the words in the correct order)

1. passed to me / with regard to / dated / instructed

I have been by Ms Jackie Brady to the contract made by your client Ms Rachel Hunt. Ms Brady has me your letter 16 April 2006.

2. however / receive cash payment / confirm (2x) / dispute / issues / enter into

Ms Brady that she did a contract with your client to make her a new dining table and four chairs. My client also that she delivered the completed furniture to your client on 2 February and of £859., Ms Brady other made in your letter.

(...)