

14th October 2011

Mr. Kadoo  
General Manager  
Africa Food Co.  
23, Main Street  
Kampala 4000

Dear Mr. Kadoo,

I am writing to express my extreme dissatisfaction with the catering service provided by Africa Food Company and I have no choice but to give up the contract.

Firstly, the standards of food supply have been falling, month by month; I am referring to both quality and quantity. Secondly, the variety described in the contract consists in one out of two entrance plates, one main course to choice between two and a dessert among four, in contrast, you only provide one entrance plate, no choice for the main course and never offer fruit for the dessert.

According to your reasons given for this lack of quality service, (many people have left), you could adopted several plans to increase profitability. One could be to transform the dining room into a self-service mess, so you could have saved many waiters to work in the kitchen. Another way to deal with the problem could be to extend the working schedule to these few people still stay, thus they could prepare the mess first, and become kitchen assistant later.

If any measures had been taken to solve your problem, this office would have taken it in consideration, but you have done nothing about it.

For all of these reasons given above and after several warning advices given to you, I am forced to terminate the contract. It will be formally finished the next first of November 2011.

Yours sincerely,

David Martínez

xxx xx 18/10/11 16:22

**Comentario [1]:** I would start a new sentence here and anticipate why you have not choice to cancel the contract.

xxx xx 18/10/11 16:23

**Comentario [2]:** More formal: rescind/terminate/cancel

xxx xx 18/10/11 16:23

**Comentario [3]:** Better: month after month.

xxx xx 18/10/11 16:24

**Comentario [4]:** The subject is variety.

xxx xx 18/10/11 16:25

**Comentario [5]:** Primer plato may be translated as first course or starter.

xxx xx 18/10/11 16:26

**Comentario [6]:** Choice is a noun: to choose

xxx xx 18/10/11 16:26

**Comentario [7]:** Start a new sentence.

xxx xx 18/10/11 16:26

**Comentario [8]:** As I explained above: starter or first course

xxx xx 18/10/11 16:27

**Comentario [9]:** Erase.

xxx xx 18/10/11 16:29

**Comentario [10]:** Confusing. Perhaps: To remedy the problems that have caused this situation (many workers have left)

xxx xx 18/10/11 16:36

**Comentario [11]:** After could, always write an infinitive not a past participle. You could adopt  
Nonetheless, I think you should use a third type conditional. You could have adopted

xxx xx 18/10/11 16:30

**Comentario [12]:** To avoid confusion: many waiters and have them work in the kitchen.

xxx xx 18/10/11 16:34

**Comentario [13]:** Misuse of prepositions: extend the working hours so that a few workers start earlier to prepare the mess and afterwards join the kitchen staff.

xxx xx 18/10/11 16:34

**Comentario [14]:** More formal: above-mentioned

Comentario: Logra analizar una situación pero al especular comete muchos errores.

El primer párrafo es demasiado breve. Como le indico en la nota, yo escribiría una oración anticipando por qué se ve obligado a rescindir el contrato.

En el tercer párrafo, cuando tiene que especular, no utiliza los tiempos verbales adecuados. Sí lo hace en el cuarto párrafo. Trate de ser consistente.

En azul he incluido palabras o terminaciones que ha omitido.

El estilo y la estructura son correctos.