

EXERCISE 3

David Martínez
Personnel and Support Manager.
European Union Representative in Somalia
Mogadiscio, Somalia
October 13, 2011.

Dear Sir,

I am writing to inform you, **as** European Union Representative in charge of personnel and support of EMISOM (European Mission in Somalia), of our firm decision to rescind the contract that we signed with your catering company to provide food services to our organization.

Comentario [s1]: As the

As you are aware, we have both already discussed the deficiencies **observed** in the **food services** that your company has been providing to our Agency for the last three months. Moreover in the last month I've received new complaints about the **food quality**, the shortfall of personnel to prepare and to serve the food and the opening **time** of the cafeteria.

Comentario [s2]: Which have been observed

Comentario [s3]: Catering service

Comentario [s4]: Quality of the food

Comentario [s5]: Usually a plural-times

Unfortunately, you did not take any measures to **work the problem out** and the situation remains the same. Regrettably, the only explanation we obtained from your company was that there have been many members of your staff who have abandoned their posts during the last month. Well, you have problems in your company, that's a fact, but it's my duty to take care of my personnel.

Comentario [s6]: Deal with the problem

Nevertheless you should analyze why it happened. As far as **it concerns me** you have had one month to contract personnel and **to** you should have increased **your** staff with qualified personnel, I mean, trained waiters and trained cooks, not just anyone.

Comentario [s7]: I can see

Comentario [s8]: Not necessary

Comentario [s9]: The number of your

Due to these circumstances I am forced to rescind the **contract as** of the end of the current month, your services will no longer be required.

Comentario [s10]: End one sentence here and begin the next one: 'contract.As...'

Yours faithfully,

David Martinez

Yours sincerely,

David Martínez

Comentario [s11]: This is not necessary here-yours faithfully is the correct form if the letter begins 'Dear Sir'