You are going on holiday next week and you need to ask your friend to watch your dog while you are away.

Write a letter to your friend. In your letter,

* state how long you will be away
* tell them what needs to be done
* state how you will compensate them

Hey Tim,

I’m going to be on vacation next month and I wanted to see if you could take care of my dog while I’m away.

As you know, I’ve been thinking about vacationing in Jamaica for a long time. Well, last week I finally took the plunge and decided to book a 2 week trip. I wish I could have booked a longer stay, but that is all the time I could get off work.

I would be so thankful if you watched Toto while I was away. He’s a very calm dog and doesn’t require much maintenance. All you will need to do is feed him twice a day and take him on a walk each evening, and there’s plenty of dog food in the house.

If you can do this favor for me, I will be happy to take you and your girlfriend out to El Gaucho because I know you love steak. I will even book the VIP room where Brad Pitt and Angelena Jolie dined when they visited Ho Chi Minh City.

Let me know if you can help me out with this.

Best regards,

Joe