

English · Grade 8 · Writing

Formal Email · A service problem · Level: mittel · Target: 130–150 words

Task: State facts politely and ask for a solution.

Write a formal email with the title **A service problem**.

Checklist

- Use the required text type and a suitable opening.
- Include every content point from the task.
- Put ideas in a clear order and use your own words.
- Check verb forms, word order, spelling and punctuation.

Plan: opening – main points – ending

Your text

Self-check and solution guidance

Complete the text first. Then open the guidance. It contains a model outline and transparent criteria, but your own wording is expected.



Open guidance and criteria

https://uebungsblaetter.sekundarschule-ausleben.de/loesungen/englisch/klasse-8/writing/Writing_02_mittel.html