

BTS AG – SUJET 2015 – Corrigé Expression Ecrite

Sam Mortimer
20 Bristol Avenue
London LE4 6AR
United Kingdom

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Mary Smith
General Manager
Fab5
12 Lexington Drive
London LO2 7BS
United Kingdom

Dear Ms Smith

I am Sam Mortimer and I have worked as a Personal Assistant in this company for 10 years, which I appreciate a lot.

I have a full-time job and I would like to work part-time for the following reasons.

It would first allow me to spend more time with my family, as my wife has gone back to work after a maternity leave.

Moreover I plan to improve my skills in foreign languages and that would be an opportunity to do so.

Besides it will increase my productivity and it will mean more flexibility for the company.

I should be grateful if you would consider my request for this fundamental change in my professional career.

I am sure you will be satisfied with my choice and I am looking forward to reading you soon.

Yours sincerely,

Sam Mortimer.

[Présentation : 4 points + Contenu : 16 points]