

Explanation/ Informal

A family member is coming to stay with you. He/she will be arriving by train in the morning, but you won't be home until the evening. Write a letter to your relative. In your letter:

- **Explain the arrangements you have made for them to get keys and enter the house**
- **Tell your relative how to get from the train station to your house**
- **Say when you will be home and suggest what you could do together that evening**

Dear Tanya,

How are you? I hope your journey was comfortable. However, the purpose I am writing this letter to you is that I have an appointment with my client at 4 pm today, this is why I will not be at home when you will reach.

Before I begin, I hope you would not mind as I have left the keys with Mr Sharma at house #14 in the same street in my locality. You can take the keys from him and enter the house. I have made some Chicken Biryani for you and arranged the guest room upstairs so that you can take rest.

Let me tell you that when you arrive, your train will stop at the Central railway station. You need to take the exit towards Roma Street. Once you come out of the station, you need to turn right and walk 100 metres. Thereafter, you will find the bus stop number 58 on the opposite side of the road. From this spot, you need to catch bus number 07 and get down at Mehna Stop. My address is: #27, Kalkatta St, Bathinda.

Finally, hope you will be able to manage the things well. I will be home by 5:30 pm, and so will be Sahil and Harry as well. We have planned to watch "The Dark Knight" a Hollywood movie at home. I will make special Butter Lacha Parantha with chicken salad. See you soon.

Lovingly Yours,
Tarsem