

**Code:** Model Composition 1k  
**Type:** Transactional letter – making an invitation

**Topic:** *You are in charge of a summer camp and you have to give information to a potential customer.*

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Dear Miss Olivia,

(reason for writing)

I am writing in reply to your letter asking for information about the summer camp.

(Give the information answering to her questions)

Regarding our camp periods there are two: the first in June (from 14<sup>th</sup> to 27<sup>th</sup>) and the second in July (from 2<sup>nd</sup> to 17<sup>th</sup>). The accommodation includes a tent for four persons and a shared bathroom. There is an assembly room where the campers have their meals during the day and watch a film every other night.

As far as the team leaders are concerned they are all well qualified. They all hold a degree in physical education and they can provide first aid services.

You also asked me about the daily routine. The day starts at 8:30pm. After breakfast we have outdoor activities until lunch. Then we rest for two hours and we have some indoor activities that include board games like chess competitions.

(formal remarks)

I hope that I have been of some assistance to you. Please do not hesitate to contact me should you need any further details.

Yours sincerely,

Gabriel Smith

(180 words)

**Useful phrases for** Transactional letter – giving information:

**Giving information**

- I am writing to inform you about...
- Regarding you question about...
- Let me know if you need any more help...

**Linkers to add more points (και, επιπλέον, επίσης)**

First (of all)	Moreover
Second	Furthermore
Third	What is more
Next	In addition to this
Then	Needless to say that
Finally	To make matters worse

**Linkers to show contrast (όμως, ωστόσο, παρόλα αυτά)**

Although	However
Even though	Nevertheless
Though	Nonetheless
Despite (the fact that)	
In spite of (the fact that)	

**Linkers to show result (επομένως, κατά συνέπεια)**

Therefore	As a result
Thus	As a consequence