

PART THREE: WRITING

P.O. Box 12, Accra, Ghana

November 11, 2025

The Manager of the Canteen

Accra

Dear Sir/Madam,

I am writing to express my dissatisfaction with the quality of the food served in the canteen during our linguistic visit to Accra. The meals are often poorly cooked and of very bad quality.

This situation is worrying because many students have stomach pains and loss of appetite after eating. It also affects our health and our ability to concentrate during activities.

I kindly request that you take immediate action to improve the quality of the meals. Please make sure the cooks follow hygiene rules, use fresh ingredients, and cook the food properly.

I hope you will take the necessary measures to solve this problem as soon as possible.

Yours faithfully,

[Your Name]