

The first thing I did was to go to the  
 office and see what was going on.  
 I found everything in a state of  
 confusion. The papers were all  
 mixed up and I had to spend  
 some time sorting them out.  
 I then went to the bank and  
 saw the manager. He told me  
 that the money was all gone.  
 I was very disappointed and  
 I had to go home and think  
 about what to do next.  
 I decided to go to the  
 police and see what they  
 could do. I went there  
 and told them what had  
 happened. They took my  
 statement and then I went  
 back to the office.  
 I found that the manager  
 had been very helpful.  
 He had managed to get  
 the money back for me.  
 I was very grateful to  
 him and I gave him  
 a letter of thanks.  
 I then went to the  
 bank and saw the  
 manager again. He told  
 me that the money was  
 all there now.  
 I was very happy and  
 I went home with  
 my money.  
 I had a very good  
 day and I was  
 very pleased with  
 the result.  
 I hope that this  
 story will help  
 you to see how  
 important it is to  
 be careful with  
 your money.  
 I will be glad to  
 hear from you  
 if you have any  
 questions.  
 Yours truly,  
 [Signature]