Bijsturen en Instructie – Engelse mail

From : g.gijsbert@pecinc.co.uk / G. Gijsbert

To : v.williams@pecinc.co.uk / Mrs. V. Williams, Head of Sales

CC : b.brown@pecinc.co.uk / Mr. B. Brown, Head of Security

Subject : Refusal of bag check

Dear Mrs Williams,

On Tuesday 4 August 2026, I was checking bags at the exit of PEC Inc.

At about 16.05 hours, I asked Mr Donkervoort to show me his bag. He refused because he had to pick up his son from school.

I told him that the bag check is a company rule. He still did not want to show me his bag.

I asked Mr Donkervoort to show me his staff pass. He showed it to me. He told me that you are his manager. He also told me which department he works in.

I told him that I would write a report and send you an email. He left the company at about 16.15 hours.

I sent the report to Mr B. van Brown, Head of Security.

Please contact me if you need more information.

Kind regards,

Gijs Gijsbert
Security guard

Modelexamen

De beoordeling van de uitwerking vindt als volgt plaats:

Inhoud en gebruiken mail - adressering en afsluiting - 7 W's	10 punten
Toepassen Engelse taal	10 punten