

Writing Task 1 - General (Letter Writing) Sample # 1

You should spend about **20** minutes on this task.

You are experiencing financial problems and want to ask your landlord if you can pay your rent late.

Write a letter to your landlord. In your letter explain:

- why you are writing to him
- why you cannot pay the rent
- when you will pay the rent.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear.....,

Model Answer 1:

Dear Mr Johnson,

I am John Smith, a tenant of your house for quite a long period of time and have always paid my rent in time. However, this time I am requesting you to kindly allow me to pay the rent late for the month of November.

My prolonged illness has caused financial hardship for me. I have been hospitalized with an undisclosed illness and missed eighteen consecutive days from work. The time away from my office has reduced my monthly income substantially. Moreover, the hospital bill has drained my savings. In consequence, I am a bit short of ready. I am afraid I can not pay the rent for November in time and want to know if an extension is possible.

Because of my previous good rental record, I hope you will allow this first time extension for me. I can assure you that I will be able to pay the rent by November 20th, plus any late fees associated with this delinquent rent.

I appreciate your prompt response. You can reach me at +02-87490837 if there is a problem.

Yours sincerely,

John Smith.

Model Answer 2:

Dear Mr Oscar,

I am Hudson Mar, a tenant in your apartment D5-A, writing to inform you that I might be late to pay my rent this month due to the monetary predicament I am going through.

I have been living in your apartment for the last eight months and have always paid my rent on time. However, my contact with my current employer expired on 1st March 2018 and I need a couple of weeks to manage a new job. I have already spent my savings and this has put me in a difficult position to manage my finance including my house rent.

I am quite positive that I can pay your rent before 28th this month. I would, therefore, request you to allow me to pay the rent before 28th instead of 7th, as I usually do in every month.

I would be highly grateful for your kind consideration and wait for your reply in this regard.

Yours sincerely,

Hudson Mar

Tips:

Since you are writing to your landlord, it is assumed that you personally know him/her. This is why the question instruction says that –

Begin your letter as follows:

Dear.....,

Fill the “.....” with a name [*your landlord’s first name in this case with a title (i.e. Mr/ Mrs)*]

This is a **semi-formal** letter. So do **Not** to use contractions (*e.g. ain’t, doesn’t, aren’t etc*) and any informal word/expression in it.

You should end a semi-formal letter with the signature line –

Sincerely / Yours sincerely / Sincerely yours,

+

Your full name.

Note: It is important to identify the type of letter you are asked to write. An IELTS Letter could be a formal, semi-formal or informal letter. The entire tone and expressions you use in your letter depend on the type of letter you are writing.

Writing Task 1 - General (Letter Writing) Sample # 2

You should spend about **20** minutes on this task.

You are due to move into a rented apartment next month but you will not be able to because you have some problems.

Write a letter to the landlord. In your letter:

- explain your situation
- describe your problems
- tell him/her when you think you can move in

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear.....,

Model Answer 1:

Dear Ms Ashley,

I hope you are enjoying the Autumn as it already feels splendid. I have rented your apartment 7D-3 for a duration of six months, from 1st January to 30th June. I am afraid I cannot move to your apartment on time due to the changing schedule of my training program, for which I have primarily rented it.

As you have been informed, I have rented your apartment for the convenience of commuting to and from my training centre. All of a sudden the provider of the training program has informed me that the routine has been changed. It was supposed to start from 7th January but would begin from 2nd February instead. Now I cannot move into your apartment at the beginning of January as I won't be allowed an early leave from my office. Besides, the extra expenditure, for moving early, would be burdensome for me.

Thank you for your understanding in this matter. It is my plan to move into your apartment during the last week of January. As a good gesture, I would like to pay you half a month's rent at the beginning of February.

I look forward to hearing from you as early as possible. If you need me for anything, do not hesitate to contact me at 089427646.

Yours sincerely,

Paul Smith.

Sample Answer 2:

Dear Mr Hank,

I am Diana Lora, writing to inform you that I have recently agreed to rent your apartment 7B at Block: 4, Lane: 11, House: 28. I was supposed to shift there at the beginning of July, but unfortunately, I cannot move to your apartment before August 1st.

I am a teacher at a secondary school in Dartmouth and a mother of two children. Before agreeing to a lease contract with you, I was under the impression that my children will finish their term final by the end of June. However, their exam has been delayed for a couple of weeks and would not end before July 20th. I do not wish to change my living place while my children have academic exams. The process of shifting the home requires a great deal of effort and time and I am quite unable to do that all alone. This would hamper my children's exam performance and this is something I do not want at all.

My sincere apology for the decision. I will, however, move to your flat during the first week of August and abide by the rental agreement's clauses.

I hope you will consider my situation and allow me to move to your flat in August instead of July.

Yours truly,

Diana Lora.

Tips:

Let's thoroughly examine the question before we begin writing an answer to it.

The first line of the question says that "You should spend about 20 minutes on this task".

This is because you have two tasks in your writing test and the second task is an essay writing which should take approximately 40 minutes. Since you are allowed one hour in total to finish your writing test, you should not spend more than 20 minutes to finish your letter.

Now read the letter topic and decide what to write in your letter. It says that "You are due to move into a rented apartment next month but you will not be able to because you have some problems.

Consider yourself in this situation and look at the three bullet points to finalise what to write in your letter and what not to. The question instruction clearly mentions that you need to write to your landlord, so it is going to be a semi-formal letter. We can also know the type of letters from the question instruction that says

"Begin your letter as follows:

Dear.....,".

Next, it says that "Write at least 150 words". So in no circumstances write less than 150 words. If you do write fewer than 150 words, you will be penalised for that.

"You do NOT need to write any addresses." clearly instructs that you must not write any address in your letter. So avoid writing a full address in a letter which can be used to determine where are you from. However, if it is absolutely necessary, you can make up a partial address like "21 North street, Yorkshire."

Writing Task 1 - General (Letter Writing) Sample # 3

You should spend about **20** minutes on this task.

You would like to participate in a work-related seminar in another country.

Write a letter to the person in charge of the seminar and ask for detailed information regarding the dates, program, accommodation and cost.

Write at least **150** words.

You do **NOT** need to write your addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am Subroto Roy, a banker from Delhi, India, would like to get details about a seminar you are going to conduct in London next month. I have seen an online advertisement regarding the seminar and now I need more information on this to finalise my participation.

The online advert that I saw yesterday outlines the course title as "International Coordination of Regulatory Standards in Banking" and this would be a greatly helpful seminar for me. However, it does not include related other details that I am looking for. As an interested candidate, I would like to know the exact schedule of the workshop, the duration of it, and prerequisites. I would be highly glad if you can inform me how can I book my seat and how much it would cost. Besides, I will need to travel to London from Delhi and that is why I also need to know whether you provide any accommodation facility. In case you do not, what would be the best alternative? Finally, I would like to know about the lecturers of the seminar and if the participants would be awarded any certificate.

Thank you in advance for your prompt reply.

Yours faithfully,

Subroto Roy

Sample Answer 2:

Dear Sir or Madam:

I am, Lora Sienna, writing to you regarding the upcoming conference in Australia on the 'Strategies and Online Initiatives for expanding Small Business'. I have completed my MBA from the University of London and own a small boutique business in my hometown, Wexford, Ireland. I need a few more details regarding the seminar and I am hoping that you could provide those promptly. First of all, I need to know the exact schedule of the conference to plan my travel. Secondly, I would like to know about the activities involved in it. Furthermore, please inform me about the lecturers of the seminar.

Also, let me know if the accommodation is provided by you or should be arranged by the participants. Besides, please inform me about the type of accommodation provided for the candidates, if it is managed by you and is it a hotel or a guest house. And finally, what will be the total cost for a person for attending the conference?

I look forward to getting a reply from you so that I can start making arrangements for the trip.

Thank you in advance for your response.

Yours faithfully,

Lora Sienna

Tips:

This is a formal letter and you should NOT use any informal expression/word in it. Begin the letter as **“Dear Sir or Madam”** and end it with **“Yours faithfully + your full name.”**

The letter instructs you to write to someone in charge of a professional seminar in a different country. So, you should begin the letter with your intention to participate in it. Optionally you can mention how you have learned about the seminar.

In the body of the letter, you must ask about the schedule and venue of the seminar, who might be the lecturer, what topics and area it would cover, whether they would provide any accommodation or not and finally how much the seminar would cost. You can ask for additional information if you like.

Also, mention that you really need the information to decide whether you would be able to finally make it or not.

Note: There are so many questions you can ask about the seminar. But limit them to seminar schedule + seminar topics and discussion topics + accommodation + cost + (one to two more questions).

Your letter should never be less than 150 words. However, if you write way more words (more than 250), there are more chances of making mistakes and obviously and most importantly less time to finish your task 2. So our recommendation is to write between 160 and 180 words.

Writing Task 1 - General (Letter Writing) Sample # 4

You should spend about **20** minutes on this task.

You have recently moved to a different house.

Write a letter to an English-speaking friend. In your letter

- explain why you have moved
- describe the new house
- invite your friend to come and visit

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear.....,

Model Answer 1:

Dear Paul,

It's been ages since I've last heard from you. I hope this letter finds you well and in good spirits. By the way, the reason I'm writing is to let you know that we've moved to a nice apartment next to my office.

As you know, my old house was far away from my office, and therefore the commuting took long hours. This new apartment is great for us. The bedrooms are spacious and all the rooms have attached bathroom and balcony. Besides, we can enjoy many amenities including convenient underground car parking, a fitness centre, modern security, and an attractive courtyard for hosting the guests. In addition, our new apartment features a unique and affordable dining opportunity only steps away from the front door.

Well, what are you doing this weekend? Can't you visit us on Sunday? It would be great fun to have you here. My new address is H10, Lakeshore Apartment, 1500 Rockmoor Avenue, Michigan.

Hope to see you this weekend. Keep in tune.

Lots of love,

Catherine

Model Answer 2:

Dear Marie,

We have had a wonderful evening last March in your house. I cannot thank you more for having us in your house amid your busy schedule. I have recently moved to a new apartment in Belmont and would like you to visit us.

We have long been planning to move to Belmont where my daughters go to schools but could not do so due to the location of my office and David's preference of the area. I had been transferred to the Belmont office last March and we thought this would be the best time we shift our house there.

We have moved to a large flat at Belmont and we are very happy with the view we get from the apartment. It has 3 bedrooms, a large dining area and a reading room. It is located on the 5th floor and we enjoy sufficient daylight and air flow. The kitchen is gorgeous! This is a perfect match for our needs and we are lucky to get it within our budget.

I would love to have you, Alex and your kids among us soon. Please make a schedule to visit us and I am sure we will enjoy it as much as we did last time.

With love,

Valentina

Tips:

You write an informal letter to someone you know well, whose first name you know and use, for instance, your friends.

You start such an informal letter as follows:

Dear John or

Dear Anna

You sign-off such an informal letter as follows:

Best regards or

Warm wishes.

When you write to a friend, you should use the informal style of letter writing. Write- *Dear (nickname)/ Dearest (nickname)* and end your letter with the following style:

With lots of love, / Warm regards,

(Your nickname)

NB. Personal letters are informal letters. You can use some contractions in a personal letter but they should totally be avoided in semi-formal and formal letters.

Writing Task 1 - General (Letter Writing) Sample # 5

You should spend about **20** minutes on this task.

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken.

Write a letter to the shop manager. In your letter:

- describe the problem with the equipment
- explain what happened when you phoned the shop
- say what you would like the manager to do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I wish to express my utter dissatisfaction both with the microwave oven which I bought from 'The Kitchen Store' from your Newton showroom on 24th February 2021 and the poor service that I received from your outlet. On using it for the first time, I found that the oven ran briefly and then stopped.

When I phoned your outlet to report the issue, Ms Angelina, who introduced herself as a receptionist, said that the shop can neither replace it nor offer me a refund! She advised me that it could be sent away for repair. She did not, however, give an assurance about how long a repair would take, and this was really disappointing.

As the oven clearly does not function as it should and therefore does not comply with the legal standards of product quality, I am writing to you to ask for a full refund of the \$198 retail price. I am hoping that you would either refund the money or replace the product. If I do not hear from you in the next seven days, I will have no other way than to complain to the Consumer Rights Authority.

I am looking forward to your prompt response.

Yours faithfully,

John Dunsworth

Sample Answer 2:

Dear Sir or Madam,

I am Cathrine Turner from Yorkshire, England, have recently purchased a pressure cooker from your store. Unfortunately, it was defective and did not work for me. I am writing to complain about the faulty merchandise and the poor customer service I have received from your shop.

I bought Lakeland 5-litre Pressure Cooker from your Yorkshire City Mall shop on 08th January 2021. My invoice number is VYT#1457B1500 and it was billed to my name. The item comes with a six-month replacement warranty. To my dismay, when I tried to use it, I found that I could not lock the lid once I opened it. After much struggle, I locked it only to find that the pop-up indicator is not functional. There is no use of a pressure cooker that comes with a faulty indicator.

I called the shop immediately and I was forwarded to the customer care department. I called them several times and they did not agree that I was given a defective product and instead instructed me how to properly use the equipment. This was a frustrating experience for me and not a good example of how your customer service representatives handle clients.

I would like you to talk to your sales and customer care employees so that they neither sell faulty products nor do they offer disrespectful customer service. Besides, make sure I get my product replaced immediately.

Yours faithfully,

Cathrine Turner

Tips:

This is a complaint letter, and you need to write to the shop manager and describe problems with the piece of equipment you purchased for your kitchen. Besides, you are expected to mention why you are complaining to the manager and what you expect him/her to do about it.

Such a complaint letter is always a formal letter and you should open a formal letter with a formal sentence. Don't ask how the person is doing and don't try to be friendly as you do not know this person. This is why it is recommended that you should get right down to business and indicate the reason you are writing, as shown below:

Dear Sir or Madam,

I am writing to express my absolute disappointment both with the blender machine that I bought from your store on 12 May 2019 and the poor customer service that I received from your showroom a week later. On using the blender only for a week, I found that it ran briefly and then stopped. I am hoping that you would replace it as I have a valid warranty, and also improve your customer service.

Writing Task 1 - General (Letter Writing) Sample # 6

You should spend about **20** minutes on this task.

Your neighbours have recently written to you to complain about the noise from your house flat.

Write a letter to your neighbours. In your letter:

- explain the reasons for the noise
- apologise to them
- describe what action you will take

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Mr and Mrs Jonathon,

I am very shocked and sorry to learn from your letter that your night was totally spoiled yesterday because of the hooting and noisy music from my house. I know this was so distressful for both of you and you could not sleep properly last night. I am writing to apologise and assure you that it will not happen again.

Last night, my younger sister came from Canada after ten years with my adorable twin nephews. So I was excited to do something big that could make it a memorable event for us. I decided to organize a party and invited some close relatives and colleagues to make my sister's day special. I also invited your family but I was informed that you recently came from a long trip and were unable to attend the party. My nephews mostly played the music and I confess I should have handled the loud music more carefully.

I am truly sorry about this. I promise it will not happen again.

Yours sincerely,

Rajinder Singh

Model Answer 2:

Dear Mr and Mrs Hanson:

Earlier today I received a letter from you regarding a disturbing noise from my apartment, for which I sincerely regret. I had to call repairmen to fix my kitchen last Monday and the repair work caused the noise. I am hoping that you will accept my apology and I assure that I will be more careful in the future.

In relation to this specific event, I called a team of technicians to repair the worn-out drawer slides in my kitchen, replace two busted drawers and install a new kitchen cabinet. They took around 3 hours to finish the work and it must have been the source of cacophony that caused you the trouble.

In regards to this particular event, I regret that I did not ask the repairmen to take every precaution not to disturb my neighbours. Please accept my apology and I can affirm that it will not happen again. Next time, I will arrange the work done at a repair shop instead of my house.

Thank you for being so patient and understanding.

Yours sincerely,

Sarah Palin

Tips:

There are three parts in this letter:

1. Explain the reasons for the noise that was created at your home and reached your neighbours
2. Apologise to your neighbours for the disturbance
3. Describe what action you will take

In your letter answer, include all three bulleted points. If you exclude even one of the points from the question prompt, you will lose mark in task achievement. Finish your letter within 20 minutes so that you have enough time to write your essay.

A few formal/semi-formal expressions to say that you are sorry:

1. I owe you an apology.
2. I sincerely apologise.
3. I take full responsibility.
4. I deeply regret ...
5. Please accept my apologies.
6. I'd like to apologise for...

Writing Task 1 - General (Letter Writing) Sample # 7

You should spend about **20** minutes on this task.

You and your family are living in a rented accommodation in an English speaking country. You are not satisfied with the condition of some of the furniture.

Write a letter to your landlord. In your letter:

- introduce yourself
- explain what is wrong with the furniture
- say what action you would like the landlord to take

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Mr Alfred,

I am Paul Hewson, a tenant at your Rasberry apartment on the Hudson street. I, along with my family, moved to your apartment last month and was very excited about the accommodation arrangement but disappointed with some of the furniture's condition. I am hoping that you will replace them soon.

In relation to the specifics of the damaged furniture, the sofa set is torn out and have many rusty scratches. It is unusable. Dents on the wooden floor in the drawing room is quite visible and it needs some repair works. The cabinet in the kitchen has some broken drawers and finally, the dining table is missing a chair.

As a solution, and because I really like the apartment and its location, I would request you to inspect the furniture and either fix or replace them as early as possible.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours sincerely,

Paul Hewson

Sample Answer 2:

Dear Mr James,

I am Sarah Jerin and I moved into your apartment on Ranger street with my husband and daughter last Saturday. I am writing to bring your attention to some damaged furniture in the apartment.

The main issue is the kitchen cabinet which is partially broken. It needs immediate repair works. Moreover, the dining table is in poor condition and has uneven legs. Finally, the dining table is missing a chair and another one has a broken leg!

I would highly appreciate if you could replace the dining table and arrange two new chairs for it. You need to call a repairman to work on the kitchen cabinet as well. Perhaps, you can have a cup of tea with us next Sunday and look at the conditions of the faulty furniture yourself.

I hope you will make arrangements to have it resolved as soon as possible.

Yours Sincerely,

Sarah Jerin

Tips:

A letter to a landlord/landlady or a neighbour is a semi-formal letter. You should start the letter with the salutation "**Dear Mr John**" (replace "John" with any name you prefer). In British English, we use "**Mr**" while many Americans prefer to use "**Mr.**" (a dot after Mr).

The letter first gives you a scenario which in this case is "**You and your family are living in a rented accommodation in an English speaking country. You are not satisfied with the condition of some of the furniture.**"

Then it says whom to write the letter and what points you should highlight in your letter as instructions in three bullet points.

The first bullet point asks you to introduce yourself for which you say your full name and which apartment you reside in. You can also mention how long you have been living in this apartment with your family.

The second bullet point instructs you to talk about the poor conditions of the furniture which you are not satisfied with. You should be very specific here.

For the third and final bullet point, you are expected to explain what you want your landlord to do about the faulty furniture.

At the end of the letter, you can write "**Thank you for giving the matter your attention and I hope to hear from you soon**" and then sign off your letter.

Since this is a semi-formal letter, you should sign off as:

Yours sincerely,

Your full name (either your real name or a fictitious name).

Note: You should write a paragraph for each bullet point but your letter should not contain any bullet point.

Writing Task 1 - General (Letter Writing) Sample # 8

You should spend about **20** minutes on this task.

You have just moved into a new home and are planning to hold a party. You are worried that the noise may disturb your neighbour.

Write a letter to your neighbour. In your letter:

- introduce yourself
- describe your plans for the party
- invite your neighbour to come to the party

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Mr and Mrs Joseph,

I am Cory Flake and I have moved into the neighbourhood last January. I am very excited to announce that I will hold a party to welcome my friends and relatives to this new house and I would be honoured to have you among us. However, I apologise in advance for the commotion the party might create.

I am a civil engineer and have rented a house in lane 5 a month ago. I moved into this house with my wife and two daughters. So far the neighbours and surrounding area seem impressive and I am lucky to be here. To invite a few friends, colleagues and relatives to my new house, I and my wife have planned to organise a family party on 4th February. I would like you to be with us on that day. Your whole family is invited. It will be a family occasion and we will arrange dinner, some music and a kid's show.

I am also afraid that the noise and gathering might disturb some of our neighbours as more than 30 guests and children are expected to be present. Our heartfelt apology in advance for that.

Thank you for your kind consideration and we are expecting your presence at the party.

Yours sincerely,

Cory Flake

Model Answer 2:

Dear Mr and Mrs Gordon:

I have recently bought a new house in your neighbourhood and I am honoured to be your new neighbour. I am a doctor and my wife is a Chartered Accountant. My wife and I are planning to hold a small party on 2nd November and would like to invite you to the party.

We plan to have a housewarming party and we will invite some of our close friends, colleagues, relatives and our parents to our new home. We are expecting around 30 guests and some of them will bring their young children. The party will start at around 5.00 pm and end at 8.30 pm. We will order different dishes including Italian and Chinese food, drinks and candies from a renowned restaurant. One of our guests is a professional musician and we have arranged a music gala at the party.

I hope everyone will enjoy the party and have fun including you. I would be very grateful if you accept my invitation and join us. Moreover, I apologize in advance for any inconveniences caused due to noise resulting from the gathering and party. Please bear with us and give us a chance to meet in person.

I hope to see you at the party.

Sincerely yours,

David Hanson

Model Answer 3:

Dear Mr Peter,

My name is Kevin Lewis, and I am your new neighbour. I have just moved into my new house, next to yours, a couple of weeks ago. I am planning to hold a party next weekend which will be attended by at least 20-25 people. I also thought that perhaps you and your family members would like to join us as well.

The "housewarming" party is set to start at around 5:00 pm. At first, the guests will be served with soft drinks and snacks of different varieties to keep them full until at least 9:00 pm. After the welcome drinks and snacks, we will have a guitar-playing competition in which several of my friends will entertain us with their guitar skills. Finally, we will have dinner before ending the party at around 11:00 pm at the latest.

There will naturally be some talks and laughs at the party, but please rest assured that we will try our best to keep it quiet as much as possible. But, if there are any noise to trouble you, I would like to apologize to you in advance. Thank you.

Yours sincerely,

Kevin Lewis

Tips:

1. Unlike the letters you write in your real life, you should not write a date and an address in your IELTS letter.
2. Paragraphing is very important. You should not write the whole letter in a single paragraph.
3. You should, most of the time, avoid repeating the words and phrases mentioned in your letter question. Try to use synonyms and paraphrasing instead.
4. You might be accustomed to finishing a letter and signing it off at the right side of your paper. However, we absolutely encourage you not to do that in your IELTS letter. Please sign off your letter at the left side of your exam paper.
5. When you sign off an informal letter (*a letter to your friend or someone you know very well*), just write down your first name at the end. When you sign off a formal or semi-formal letter, write your full name instead.



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 9

You should spend about **20** minutes on this task.

You took your family to a nearby restaurant. You were disappointed with the meal and wish to complain to the manager.

Write a letter to the manager of the restaurant. In your letter:

- explain why you were at the restaurant
- describe the problems
- write about the action you want the manager to take

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

Two days ago I dined at your restaurant with my family to commemorate my younger daughter's birthday. I was excited to take my family to your restaurant to enjoy our dinner but very disappointed with the meal. I am hoping that you would improve your meal quality and train your staff to behave more professionally.

Last Monday, we arrived at your restaurant – Red Chilly, with my three children, wife, parents and younger sister to have dinner on occasion of my daughter's 5th birthday. We picked your restaurant from several recommendations from relatives and colleagues. The reason for my frustration is that the meal was not up to our expectation and your employees were not cordial.

In relation to the specifics of the dinner, we ordered a Chinese menu and sadly it was served cold. The soup was not freshly made and the wontons were not cooked properly. This was just the beginning, our latter course was equally disappointing. We ordered mushroom fried rice with vegetable and the waiter served us fried rice with eggs. We had to wait more than 40 minutes to have this sorted out. Moreover, when we complained to the head waiter, he did not even listen to us! This bad experience ruined our special occasion.

I am hoping that you will look into the matter and instruct your staff to behave more hospitably and listen to customer complaints. Moreover, omit the dishes your cook is not good at preparing.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

David Villa

Model Answer 2:

Dear Sir or Madam,

I am writing this letter to express my displeasure regarding the meal I and my friends were served at your restaurant a couple of days ago.

I came to your restaurant last Monday with three of my close buddies to celebrate one of my friends' birthday. We placed our order for dinner to the person who was serving out table. We were assured that our meals would be ready within half an hour but we were not served anything even after we waited more than an hour!

After our meals were served, we discovered some hair-like materials in the bowl of fried rice which killed our appetite and spirit. Moreover, the 'roasted mutton curry with mushroom potatoes' was not great either. The roasted mutton was half-cooked while the mushroom potatoes were cold. The dessert items were okay but the pancakes were harder than usual which we believe were not freshly baked. After we complained about all these to the waiter, the guy was not apologetic at all and literally misbehaved with us. This experience ruined our otherwise a perfect day and celebration spirit.

Now, it is only logical that I demand a 50% refund of the money we paid for our meals and a verbal apology from your waiter who ignored our valid complaints. Moreover, please ensure that your kitchen staffs maintain a strict hygienic environment. I hope you will take these concerns seriously and deal with them promptly.

Thank you in anticipation of your response.

Yours faithfully,

Adam Mickiewicz



Writing Task 1 - General (Letter Writing) Sample # 10

You should spend about **20** minutes on this task.

You recently went shopping at the local supermarket. When you got home and noticed your bill, you found that you had been charged for items you did not purchase.

Write a letter to the supermarket manager explaining what has happened. Tell the manager how you feel about the error and tell the manager what you would like him/her to do about it.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

Yesterday evening I purchased a few items from your store, located at the City Centre Shopping Complex. But when I arrived home and noticed the receipt, I found that I was overcharged. I am hoping that you will refund the additional amount or allow me to shop for the extra amount.

In relation to the specifics of the purchase, I bought some grocery items; one-kilo meat, half kilo mozzarella cheese and a Dettol handwash refill pack. However, the order details include two additional items – one-kilo green apple and a bottle of Pantene shampoo, which I did not notice at the time of checking out as I was in a hurry. I paid \$75.60 using my Nexus debit card and the invoice number is 00547856. However, the actual bill would be \$25 less as I never purchased any apple or shampoo. I am attaching a copy of my receipt for your consideration.

I think the person who created the invoice made an error and added two more items by mistake. As I have already been charged for items I did not purchase, I want you to refund the additional amount, which is \$25, or add this amount to my customer loyalty card so that I can shop from your store at a later time.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

Sarah Jones

Model Answer 2:

Dear Sir or Madam,

Last week, I visited your supermarket to do some shopping in order to meet my daily needs. In fact, I visit your supermarket every week, but never really encountered such problems before.

Anyway, the problem, I wanted to bring to your attention, is that I was charged for items that I never really purchased. I found out about the mistake after coming back to my home. The problem may

have occurred due to some technical problems at your “POS” (point of sale terminal). It may also have taken place due to the “lack of diligence” of your cashier in charge. But, what worries me, even more, is that the same kind of problem may have gone unnoticed in the past.

I never really expected such an error from your part. Therefore, please take the necessary steps to fix the computer glitches, if any, to ensure an error-free transaction. Besides, while a “refund” for the items, which were never really purchased, would be highly appreciated. It would also be great if you ask your cashiers to match the items, listed on the “purchase receipt”, a bit more carefully before making the final delivery.

Yours faithfully,

Neil William



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 11

You should spend about **20** minutes on this task.

A friend you met last year has invited you to visit him/her in his/her country. You have never been to this country and need some information before you leave.

Write a letter to your friend. In your letter:

- request advise about a gift for his/her family
- ask about activities and clothing in his/her country
- find out about the food

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Russell,

I hope you and your lovely wife are doing excellent. It's been quite a while since I last wrote to you and I regret not writing more frequently. Your invitation to visit Australia is indeed thrilling. I am planning to visit you next month and need some suggestions regarding my choice of clothing, food, and activities during my stay.

In relation to the specifics of my arrival, I have decided to come to Australia on 24th November. Since I am travelling there for the first time, I am not sure how to pack my luggage. What type of clothing is more suitable during this time of the year? Should I bring any special type of attire you think would be more appropriate?

I insist that you recommend a gift for Julia. I would absolutely love to give her something special and I need your advice. I will stay with you for around a week. Do you have any special activities in mind? What are the common outdoor activities Australians prefer during this time of the year? Can we try some of these?

Finally, I would like to reiterate that I am a vegetarian and would love to enjoy some local cuisine in Australia. Hopefully, that would not be a big issue.

Thank you for inviting me and I cannot wait to meet you.

Warm regards,

Rajib

Model Answer 2:

Dear Ryan,

Hope all is well at your end. I am glad to let you that I have finally made all the necessary arrangements to visit your country after a few weeks. And I am hoping to spend some quality time with you all.

However, the problem is that I am still not too sure about what kind clothing I should be carrying with me in order to remain comfortable in your weather whether I am walking in the streets or riding in a car. Besides, since I will be travelling out of my country for the first time, it would be really great to know what kinds of food are really available in your country. Apart from the weather and foods, I would also love to get some information on outdoor activities which you really enjoy. After all, I am pretty sure that I won't be staying always stuck inside my room while visiting your country.

Finally, I know that I shouldn't really be asking this question to you, but I definitely could use some advice from you in choosing a gift for your wife and daughter apart from a beautiful handicraft item from my country.

That is all for now. Hope to hear from you soon.

Warm wishes,

Ron Henderson



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 12

You should spend about **20** minutes on this task.

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

- ask your friend to send you one of the photographs
- explain why you need that particular photograph
- and tell your friend what happened to your copy of it

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Caroline,

Thank you for making our trip to Italy so special and I will always remember the fabulous days we spent together there. I would like you to send me the photograph we took in front of the Florence Cathedral in which you wore red and I was wearing a hat and holding an ice-cream.

This was one of the best photographs on our tour and I loved it so much. We look quite perky in it and I regret to lose it already. I have had a plan to enlarge this photo, frame it and then hang it in my bedroom. However, I cannot recall where did I put it and last night I could not find it anywhere.

I am hoping that you would be able to print this particular photo from the camera and send it to my home address at your convenience.

I look forward to hearing from you soon. Convey my love to Tania and George.

Yours,

Erica

Model Answer 2:

Dear Mitchell,

Hope you have already gotten over the thrill and joys of one of our most amazing trips which we took about a couple of months ago. However, I just wanted to request you to mail me a copy of my favourite photograph, we took during our last trip while visiting Italy.

Assuming that you also have kept a copy of it, my most favourite photograph, which we took at a restaurant in a group while enjoying an Italian signature dish called "risotto", has been damaged due to my little nephew's "carelessness".

I love this particular photograph primarily because I took it in my favourite t-shirt (presented to me as a gift by my late grandfather a couple of years ago), and also because the photograph had captured the “exquisite look” of my favourite Italian dish. I need the photograph also because I want to be able to share it with some of my close relatives who are coming to visit my family in a few weeks as I have talked so much about our “Italy trip” with them over the phone.

I guess that’s all I had to say for now. Wishing you a great time ahead.

Best wishes,

Lucas Aiden



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 13

You should spend about **20** minutes on this task.

You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you get home you find that you have left a bag at the hotel.

Write a letter to the manager of the hotel. In your letter:

- introduce yourself
- describe the bag and its content
- describe how you left your bag and what action you would expect from him/her.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am Laura Bicker, originally from Brisbane, is a regular guest at your Lilo Hotel in Adelaide. Whenever I visit Adelaide, I stay at your hotel. I checked out of your hotel last Monday and unfortunately left a bag. I am hoping that you would send it to my home address via the Australia Post.

Recently I enjoyed my stay at your hotel from 14th April to 21st April and I was in room 354. I rushed to check out as I was getting late for my flight and thus forgot a bag in the room. It is a coffee colour leather bag, common among frequent travellers, and medium in size. The bag is around 30×40 cm in dimension. This bag contains some important documents, a travel charger, an Amazon Kindle and a few costumes. I must have left it on the table in the room I stayed in.

I would like you to mail the bag with its contents to my address, the same address I am sending this letter from, and I would prefer the Australia Post as the courier. I would bear the cost incurred.

Thank you for your kind cooperation. I look forward to hearing from you soon.

Yours faithfully,

Laura Bicker

Model Answer 2:

Dear Sir or Madam,

My name is Benjamin Tyler, and I was a guest at your hotel in room 133 during the last weekend. Of course, it was a very busy weekend for me just it always is. So, anyway, I left your hotel hurriedly

because of an urgent call from my work, and as such, I just couldn't gather all of my belongings in time.

And, as a result, after coming back to my home (which is quite a far away distance from your hotel), I found that I was missing one of my bags with some important payroll documents, a mobile phone and a few casual dresses in it. So, I immediately called your hotel receptionist, and he assured me that he had the bag in his possession.

It is a light-weight small handbag in brown colour. It also has my company name (Mercy Medical Corporation) and the address tag attached to it.

Now, I understand that you are a busy person, and you need to attend other priorities as the manager of a large hotel. But, if you somehow manage to courier me the bag at your earliest convenience to my company address, I would really appreciate it.

Yours faithfully,

Benjamin Tyler



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 14

You should spend about **20** minutes on this task.

A year ago, you lent your favourite book to a friend who you thought would enjoy it. Unfortunately, your friend has forgotten to return it. The book has sentimental value to you as it had been presented by your grandmother.

Write a letter to your friend. In the letter:

- ask how he or she is doing
- remind him/her about the book
- explain why you need it back

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Warner,

It's been ages since I have last received your letter. How are you and what are you doing these days? I hope you are doing great.

Last week, I had a conversation with one of my colleagues regarding the movie 'The Great Gatsby' and that reminded me of a similar discussion we had about the book with the same title. I told you how much I enjoyed F. Scott Fitzgerald's novel 'The Great Gatsby' and insisted you to read it. Next day, I lent it to you. I hope you have enjoyed reading it as much as I did.

This book was a birthday gift from my late grandmother, whom I loved dearly. I would like to have it with me as long as I can as it reminds me of her love and affection for me. I hope it would not be much trouble for you to courier the book to my home address at your convenience.

Please convey my best wishes to your parents and wife. I am hoping that we can meet someday and enjoy some time together. You are invited to visit my house anytime you like.

Warm regards,

Anthony

Model Answer 2:

Dear Amy,

How is your life? It has been a while since I heard from you last time. I also hope that you are still enjoying reading storybooks and novels. Anyway, I just wanted to give you a friendly reminder about

the novel "To Kill a Mockingbird", by Harper Lee, that was lent to you about a year ago. It is a great book, and I am pretty sure you have enjoyed reading it just like me.

Anyway, I was just wondering if I could get that book back at a convenient time of yours since it has been with you for quite some time. In case if you were wondering, I have some great memories associated with this book. This book was read to me, as a classic storyteller for all ages, by my grandmother during my childhood. In fact, if my memory serves me well, it was my grandmother who bought this book and gave it to me as a gift on my 7th birthday. Besides, this is the first novel that I read after I had learnt to read and write properly. So, once again, I would really like to get that book back.

Hope to hear from you soon.

Warm wishes,

Lindsay



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 15

You should spend about **20** minutes on this task.

Your friend is celebrating his/her birthday soon and has invited you to the party. But you are unable to come because you are going to attend an important meeting that day.

Write a letter to your friend. In your letter:

- thank him/her for the invitation
- explain why you cannot come
- propose to meet on another day

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Aaliyah,

Thank you very much for inviting me to your birthday party. I still recall your last birthday celebration and this was a mesmerising occasion to meet your friends and family. I wish you a very happy birthday. Unfortunately, due to an important official meeting, I won't be able to make it.

I cannot believe how fast time goes by. Your last birthday occasion seems had been just a few months ago! I wish I could have been present to wish your birthday in person this year as well. Unfortunately, my office is going to hold an annual board meeting and that usually takes the whole day. We invite some key personnel in the meeting and my presence is utterly important considering the role I play. There is no way I can skip the meeting or leave early. Regrettably, your birthday is on the same day.

I would, however, like to meet you next Saturday and give your birthday gift. Save my birthday cake until then.

I look forward to meeting you soon and wish you a very pleasant birthday.

Yours,

Stacy

Model Answer 2:

Dear Jack,

Thank you a bunch for extending me the invitation to attend and celebrate your next birthday party which is supposed to be held next week, after five days from now.

But, unfortunately, as much as I would love to enjoy it, I just won't be available at your party to wish you a very happy birthday on that occasion. I would need to attend a very important meeting in my office. In fact, starting the meeting after office hour at around 6:00 pm and finishing it around 9:00 pm would leave me very little time to reach you on time since it is a two-hour drive from my place.

Besides, given how I don't really feel comfortable with driving fast late at night, I guess, I will just have to "toast" you another day. In fact, I would like to give you a treat, which you will never forget, at your favourite restaurant where you will get to enjoy your all-time favourite dinner with sirloin steak and mashed potatoes and then, of course, German chocolate cake for dessert! It's a treat "until you are fully satisfied"!

Just let me know when you are ready for the treat!

Best wishes and advance happy birthday,

Jerry



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 16

You should spend about **20** minutes on this task.

You are working in a company and have recently decided to leave your current employment.

Write a letter to your employer. In your letter:

- explain why you are writing
- explain why you have decided to leave the company
- tell your employer what you plan to do after leaving your present employment.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir/Madam,

Model Answer 1:

Dear Sir,

I am writing to inform you that I have decided to resign from my current position effective from 1st August 2018. It has been an absolute honour to work under your supervision and I will always remember the great opportunities this company has continuously offered me.

I have taken several weeks to decide to leave this company and it was one of the hardest decisions of my life. I am going to pursue my Master's degree in a foreign university, preferably in a university in England, and for that, I will not continue my job for the time being. I will apply to several renowned universities in the UK and prepare for the language test, which is a requirement to get admitted to a good university. The whole process demands time and dedication, and I am eagerly looking forward to getting enrolled in a prestigious university to complete my post-graduation.

I, hereby, officially resign from my position in your company and will discontinue my service from 1st August 2018. Thank you for giving me tremendous supports and learning opportunities in your organisation.

Yours faithfully,

Rajib Pradhan

Sample Answer 2:

Dear Madam,

I am, Betty Friedan, writing this letter in regards to terminating my contract with your organization as a Marketing Executive. It has been an honour to serve my position and I will always be indebted for the opportunity you provided me. The employment contract that I signed has stated a requirement of a month's notice. Therefore, my last day in office will be 1st September 2018.

The decision made was due to personal reasons, as my family and I will be migrating to Canada and I am hoping to move there within next 3-4 months. I will initially concentrate on my children's education and hopefully get a job there after I see my family settled. Deciding to leave this company was one of the toughest decisions I have ever made. I have learnt a lot from your company and was given numerous opportunities to grow.

I would like to thank you for the support, mentorship and opportunities you and other staff have provided me during the period of my employment. I wish every success of this company.

Yours faithfully,

Betty Friedan



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 17

You should spend about **20** minutes on this task.

You are a student at a university in the UK. You have recently lost your university ID card. Write to the local police station, giving details of who you are, what happened and ask to record your details so that you can apply for a new ID card.

Write at least **150** words.

You do **NOT** need to write your addresses.

Begin your letter as follows:

Dear Sir or Madam:

Model Answer 1:

Dear Sir or Madam:

I am Linda Turner, a first-year Arts major student at the University of Bristol, writing to inform you about my lost University Identity Card. I am hoping that you will take the required actions and provide me the necessary documents so that I can apply for the reissue of my ID card.

In relation to the specifics of the lost ID card, I missed it between 17th and 18th August. I cannot recall the exact location where I might have dropped it but my best guess is Cliftonwood neighbourhood where I went to see a relative on 17th August. I realized that I no longer have my ID card with me on 19th August. The card was issued on 2nd March 2018 and it is valid until 1st March 2021. It has my name and photograph and a logo of the University of Bristol. The ID card number is BU-02042015.

Under the circumstances, and because I really need a new ID card, I am hoping that you will record my details and take official steps so that I can apply to my university authority for another ID card.

Thank you for giving the matter your attention and I hope to hear from you soon.

Yours faithfully,

Linda Turner

Model Answer 2:

Dear Sir or Madam,

I have come to report an incident of a lost university ID card that belongs to me. I am a postgraduate student at Imperial College in London, studying Economics, and my name is Craig Alistair.

I have already notified the college authority about the incident as soon as I found out about it this morning, and they asked to me report the incident to the police with all the details. Therefore, please allow me to provide some specifics about some of the activities that I undertook yesterday, and the places in which they took place.

The first place that I visited yesterday was the Science Museum on Exhibition Road from my home on Queen's Gate. Then I visited McDonald's Kensington at around 2 pm on Brompton Road. After spending the rest of the day at that place, I went back straight to my home. As for the details of my ID, it has my name and picture on it, and a number that writes KHG-19387.

Therefore, please oblige me by registering this report and providing me a copy of it so that I can apply for a new ID immediately.

Yours faithfully,

Craig Alistair



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 18

You should spend about **20** minutes on this task.

You recently read an article in the newspaper about someone you know personally. You found some information is wrong.

Write a letter to the editor to inform him about it. In your letter:

- what the article is about
- what the error is
- what you expect the editor to do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

Three days ago I read an article in your newspaper, the Daily Times, about a local hero who saved seven children from an impending fatal accident almost five years ago. He is also a revered doctor and a beloved father and a husband. I am personally known to him as a former college and would like to point out some of the inaccurate information that the article included about him.

In relation to the specifics of the article, it was published in the Daily Times on the local news section on 18th November and it focused on how valiant Mr Alfred's act was to risk his own life in order to save others. This was a great read and I must commend the article. However, the mention of his serving in the Air Force in 2001 is incorrect. He had been, instead, in the Navy and served as a doctor, not a soldier. Moreover, he does not work for the Turnberry Hospital anymore, despite the claim. He is now retired and enjoys his time with his family.

As a clarification, and because I really appreciate your effort to highlight his noble acts, I would like someone from your newspaper to contact him and apologise for the mistakes and then publish a correction regarding the article.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

David Hanson

Model Answer 2:

Dear Sir or Madam,

I like reading your newspaper as it is one of the most popular dailies in our country and offers truly remarkable news and information. I especially like to read your article section where you do a great job of writing about the life of a person who has contributed to our society at some point in his life one way or another.

But, a couple of weeks ago, when I was reading about the life of such a person in your article section, published on April 17, 2019, I unexpectedly discovered some factual errors. In fact, the person, you wrote about, is a distant relative of mine, and I happen to know him for almost 20 years. And, I also know this for fact that he was never “relieved of his duty” due to some “misconduct” at his work, rather he simply decided to retire from his job because of suffering from a chronic illness almost 10 years ago. I hope that the mistake was not intentional.

Therefore, I would really like to request you to please correct the blunder while also making sure at the same time that such a mistake doesn’t repeat in future.

I hope to hear from you soon.

Yours faithfully,

Roger MacLaine



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 19

You should spend about **20** minutes on this task.

You are having a graduation party next Saturday night. You have invited 50 people to celebrate at an outdoor barbecue evening, which may continue till late night.

Write a letter to your elderly neighbour. In your letter:

- explain what will be happening
- offer your apologies in advance
- invite him/her to the party

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Mr/Ms,

Model Answer 1:

Dear Mr/Ms Raymond,

I spent a wonderful evening at your home last week and I would like to thank you for the fabulous dinner. I am writing to invite you to my graduation party that I am planning to rejoice next Saturday.

I have recently graduated from the Denver college and would like to hold a graduation party on 27th June at our backyard. This will be a barbecue party and many of my classmates and relatives would be present. I am expecting around 50 guests. We are planning to have a DJ show and I am afraid the music and crowd might create some noise. I sincerely apologise in advance for that.

I would like you to be present at the party and enjoy with us. Your presence would be greatly appreciated. My parents are expecting you too. You can skip any part of the party and leave early if you want. I wish your blessing and that would mean so much to me.

I look forward to seeing you at the party.

Yours sincerely,

Sarah Pauline

Model Answer 2:

Dear Mr. Neil,

Hope you are in good health and spirit. First of all, I guess, I should share the good news of my graduation with you. I also want to let you know that I am going to have a graduation party next Saturday night which probably will be attended by at least fifty people and I would like to invite you to the party.

The party will include an outdoor barbecue evening, as well as a “sing all you can” event in which my friends will sing their favourite songs. In fact, I would like to invite you and your whole family to my special party so that you also could enjoy it. I have already notified the local authority about my upcoming graduation party which, of course, is an “once in a lifetime” occasion for any student. So, the local municipal authority was kind enough to grant me the permission so that I can have a splendid celebration.

However, please understand that despite our best efforts and intentions to keep it quiet and short, I would like to apologize to you in advance should the party continue up till late night while creating some noise to your discomfort.

Yours sincerely,

John Roberts



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 20

You should spend about **20** minutes on this task.

A friend has agreed to look after your house and pet while you are on holiday.

Write a letter to your friend. In your letter:

- give contact details for when you are away
- give instructions on how to care for your pet
- describe other household duties

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear.....,

Model Answer 1:

Dear Laura,

Hope you are doing fine. I am so grateful that you agreed to house-sit for me when I will be away on my holiday. I owe you a big one.

If you need to contact me for any reason, I'll be staying at the Hotel Mondial in Rome. You have my mobile number and don't hesitate to call if you need to reach me. I keep my mobile phone with me at all times.

My cat needs to be fed twice a day, early morning and evening. Put a handful of cat food in her dish which I have put in the kitchen pantry. I have stocked enough food for her and all the packets are placed in the Kitchen cabinet. After she finishes her food, give her fresh water. Please, give her a small bowl of milk in the evening. She usually gets out in the evening and stays outside for around 30 minutes. Just make sure she returns before the night settles in.

I would like you to fetch the newspaper from the yard every day. Feel at home and enjoy your time. Finally, please clear the mailbox every other day and keep the windows shut at night.

I look forward to seeing you on my return.

Yours,

Erica

Model Answer 2:

Dear Jacob,

First of all, please allow me to thank you for agreeing to look after my house and pet while I will be on holiday next week. You can send me a message anytime on my mobile phone and in case of an

emergency, do call me. I will occasionally be online on Viber and Telegram messenger and you can contact me there as well.

As the holiday will last approximately two weeks, it will probably serve you best if I let you know in advance about the daily chores at my house. Starting with my pet (my little poodle), he likes to go out at least once a day, preferably in the evening, to recover from the boredom of staying indoors all day. My little poodle will also keep bugging you unless he gets his favourite "Dog Food", stored in one of my kitchen cabinets. I also like to keep my front porch illuminated during the night, so, unless it is too much of a trouble for you, please keep the light of my front porch on until the dawn.

Finally, please don't forget to pick up my newspapers which are usually left at my front entrance by the newspaper delivery man every morning. Of course, occasional inspection on the doors of my freeze and the gas connection in my kitchen would also be highly appreciated. See you after two weeks!

Warm wishes,

Alex Norman



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 21

You should spend about **20** minutes on this task.

You are studying a short course in another country. Your accommodation was arranged by the course provider. There is a major problem with the accommodation.

Write a letter to the course provider. In your letter,

- say what the problem is
- describe the accommodation you thought you were getting
- ask the provider to solve the problem

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am Gill Hayward Smith, currently taking a twelve-week intensive Stress Management Course at your institution, Oxford Business School. I am writing this letter to inform you that the accommodation I am provided with is quite small and is not what I expected it would be.

For a start, the room is congested with two beds and it does not have adequate space for walking. Besides, a single cupboard in the room makes it tough for us to arrange our personal belongings. Apart from that, the ventilation system is poor and fresh air and sunlight can hardly get in. We have no way but to turn the lights on 24 hours a day. The suffocating condition of the room is a hindrance to my study. To cap it all, my roommate snores loudly and I find it difficult to sleep at night.

I would really appreciate it if you could allot me a spacious room with a proper ventilation system and open-air so that I can concentrate on my studies and live a healthy life. The room I need should be conducive to serious study and salubrious.

I look forward to hearing from you at your earliest. Thank you in advance.

Yours faithfully,

Gill Hayward Smith

Model Answer 2:

Dear Sir or Madam,

I am Julian Sams, writing to inform you that I am not happy with the accommodation I am provided with as it does not have natural lights and airflow. Sometimes I feel suffocated and would like you to arrange another room for me.

I am a foreign student originally from Italy. I am currently enrolled in a Business Management diploma course at your institution in Australia and my semester started on 7th January 2018. Before joining the course, I applied for a residency in the college hostel and I was given a single room on the 7th floor of the Mulberry Resident Hall. The room number is 724 and it is considerably small and does not permit daylight and natural air at all, contrary to my initial expectations. I have to light the room 24/7 and this is quite distressing. During the past weeks, I got flu twice and this is unusual for me.

When my accommodation was provided, I thought I was getting a big room with large windows. I never knew it would be that small and without any window!

I would request you to shift my room and allow me to stay in a single room that welcome natural lights and air. I am ready to adjust the rent if required.

I would highly appreciate your help in this regard.

Sincerely Yours,

Julian Sams

Tips:

An IELTS Letter usually comes with instructions on how to start the letter as follows:

Begin your letter as follows:

Dear,

If it is "**Dear,**" you should replace "**.....,**" with '**a name**'. But if it is "**Dear Sir or Madam**", you should write exactly that (**i.e. Dear Sir or Madam**).

When you start the letter with a salutation like 'Dear Mr Parrick', it is assumed that the person you are writing to may or may not be personally known to you. In this case, end your letter as – "Yours sincerely + Your full name."

However, if you are writing to a friend, you should replace "....." with his first name. This type of letters are called informal letters and they are informal in tone and writing style. In such an informal letter, you should sign-off as – 'Warm wishes + Your first name'.

But when you begin your letter with the salutation 'Dear Sir or Madam,' it is assumed that the person you are writing to is NOT personally known to you. In such a letter, you should write – 'Faithfully yours + Your full name' in the signature part.

Writing Task 1 - General (Letter Writing) Sample # 22

You should spend about **20** minutes on this task.

A friend has invited you to a family dinner at his/her place.

Write a letter to your friend. In your letter:

- thank him/her for inviting you
- ask for suggestions what you want to bring as a gift
- make suggestions about his/her visit to your place

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Evita,

I am so happy that you have been offered a job in New York and that would be convenient for me to be in touch with you more frequently than ever. I am writing to thank you for inviting us to your house and I am so looking forward to talking to you over the dinner.

Your invitation to a family dinner at your house means so much to us. It's been quite a long since we have had such an event together. I am not sure what type of gift would be appropriate for your family and I am desperately looking for your suggestions. Please do not insist to come without a gift as I cannot obey this request!

Diana must have forgotten us as she last saw me when she was only 7. I am looking forward to having you all in my house and enjoy an evening together. Please discuss with Paul and let me know a convenient date. We can talk about it over the dinner at your place.

With very best wishes and lots of love.

Yours ever,

Irene

Model Answer 2:

Dear Phillip,

It was a pleasant surprise to be invited to your house and I am very much looking forward to spending some quality time with all of you. I am writing this letter to express my gratitude for the invitation and would like you and Bella at our house on 24th November.

Both Diana and I are excited to meet you after a long. We can't thank you enough for this great opportunity to meet you and enjoy a dinner together. We are definitely getting you some rose petal sugar, honey and homemade cookies. Let me know if there is something else that you would like us to bring. I will be relying on your recommendations.

Now, it's my turn to invite you for a lunch at my house. I will be expecting you and Bella on 24th November, at 12.30 pm. I am looking forward to receiving your phone call for acceptance of our lunch invitation.

Thank you once again for your invitation and hope to meet you soon.

Warm wishes,

Shaun



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 23

You should spend about **20** minutes on this task.

You will move to a new city to start a new job. You know some people who live there.

Write a letter to someone you know there. In your letter:

- ask for his/her help to find an accommodation
- tell him/her where you would like to live
- say the type of place you are looking for

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Mr / Dear Mrs....,

Model Answer:

Dear Mr Steven,

Hope this letter finds you in good health. Recently, I have been offered a job in New York City, and I will move there in a couple of weeks. I am hoping that you can help me find a suitable accommodation before I arrive there.

My office is located near the Metropolitan Museum of Art, and I would like to live close to my office to avoid daily long commuting. I am hoping that you can lend me a hand to find an accommodation for me in that area. If possible, I would like to be in a neighbourhood where the market, library, restaurant and gymnasium are close by. As I do walk every morning, it would be great to live near a public park too.

I will be looking for a small flat with a bedroom and a kitchen, rather than a large house, as it is just going to be me. If the flat is shared, I need a private bathroom and do not want to share the flat with more than 4-5 people. Anything in a modern apartment block would be great as I prefer living in a new flat.

Thank you in advance for your help. I am looking forward to hearing from you soon.

Sincerely,

Bruce Mathers

Writing Task 1 - General (Letter Writing) Sample # 24

You should spend about **20** minutes on this task.

You live in a room in college which you share with another student. You find it very difficult to work there because he or she always has friends visiting. They have parties in the room and sometimes borrow your things without asking you.

Write a letter to the Accommodation Officer at the college and ask for a new room next term. You would prefer a single room. Explain your reasons.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer:

Dear Sir or Madam,

I am writing to express my discontent and discomfort with my current accommodation arrangement, specifically due to my roommate's irrational behaviours and I would like to request you to arrange me another room from next semester if possible.

I live in room 257, on the second floor of the Christopher Resident Hall, in our college. Ever since I moved in, I have had a hard time concentrating on my studies. My roommate brings friends almost every night and sometimes they come to hold parties. I am not sure if such parties are allowed in our college hostel without proper permission! They usually have parties till the late night and listen to loud music. They have such parties several times a month. Besides, he often borrows my things without even asking me. He once lost a book that I borrowed from the college library and I had to pay the fine for the book.

I cannot accept this situation anymore as I cannot stand this roommate. I would be really grateful to you if you allow me to move to another room, preferably a single room, from the next term.

Thank you very much in advance. I am looking forward to hearing from you soon.

Yours faithfully,

Charles Fernando

Writing Task 1 - General (Letter Writing) Sample # 25

You should spend about **20** minutes on this task.

You play a team sport with some friends. Last week a member of the team had an accident and wasn't able to play with you at the weekend. You decide to write to him in hospital, telling him about the match.

Write a letter to your friend. In your letter:

- tell him which team won
- describe the conditions on the day
- say how you felt about the match

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer:

Dear Allen,

I've been down in the dumps since I heard about your accident and I am so sorry that you had to get admitted to a hospital. I wish your quick recovery and hope to have you among us in a couple of days.

Sunday's match was an exciting one and we won by 3-2 scores, thanks to David who scored a goal just before the referee blew the whistle. This was quite shocking to our opponent and a sweet revenge for us. We missed you and at a time when we were struggling to send the ball to the opponent's net, I realised your absence.

The weather was excellent and the match was not interrupted by rain, unlike the last year's match. Everyone was exhilarated and our supporters cheered us up all the time.

The team members have asked me to send their regards and wish you a speedy recovery. I will come to visit you sometime in the evening tomorrow.

Best wishes,

Joseph

Writing Task 1 - General (Letter Writing) Sample # 26

You should spend about **20** minutes on this task.

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter:

- describe the training course you want to do
- explain what the company could do to help you
- say how the course will be useful for your job

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer:

Dear Sir or Madam,

Two days ago I saw an online advertisement which invited interested professionals to book their seat for a training course titled 'Customer Service Through the Customer's Eyes'. I think this course would be quite helpful for me to excel in my current job. Therefore, I am hoping that you would permit me to participate in it.

In relation to the specifics of the program, SkillTrack, a reputed human resource development company, will be conducting this course. They will hire some renowned guest speakers along with their full-time skilled trainers to administer the training sessions. It will be a week-long session and will cover several important aspects of customer management including how to transform customers into active advocates for a service-oriented company.

The session will commence on 7th July and requires prior booking. I am hoping that you would allow me a leave for 7 days to attend the course as they have day-long sessions. In addition, I expect my company to bear half of the course fee. I am quite positive that the training program will enhance my skills and insights on customer management, which I am willing to apply for the company. We are losing so many customers each month and I want to contribute to reverse it. This course would help me achieve that.

Eagerly waiting for your positive response.

Yours faithfully,

Wesley Phillip

Writing Task 1 - General (Letter Writing) Sample # 27

You should spend about **20** minutes on this task.

Your local council is considering closing a sports and leisure centre that it runs, in order to save money.

Write a letter to the local council. In your letter:

- give details of how you and your friends or family use the centre
- explain why the sports and leisure centre is important for the local community
- describe the possible effects on local people if the centre closes

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am writing in regards to the local government's decision to shut down the only sports and leisure centre we have in our community. A large number of people use this place and the declaration to close it to save money contradicts the interests of our community. I am hoping that you would reconsider your decision and keep it open for all.

I understand that as the head of the local council you need to consider several aspects of our community and make rulings which are beneficial for the community members. However, closing the only sports and recreation centre would not serve any good to the local people. I and my friends, along with hundred others, use it to socialise, do exercise and enjoy sports competitions. Many senior citizens come here to read newspapers and play chess while some families bring their children so that they can play and enjoy their time.

From different perspectives, this place is utterly important to us. Without it, many youths, who come here to play and watch sports, would start investing their time in subversive activities, a situation quite undesirable for us. On top of that, we will have no place for our senior citizens to enjoy their chess competitions.

I, on behalf of the community people, request you to take other measures to save money rather than shutting it down.

Yours faithfully,

Dave Franco

Model Answer 2:

Dear Sir or Madam,

I am writing this letter to express my concern, on behalf of my community at the Sutton Council, about the possibility of closing a sports and leisure centre, run by the local council, in order to save money. I hope you would reconsider your decision.

This sports and leisure centre has served our community for a long time by providing us the opportunities to carry on activities such as jogging, swimming, playing tennis and volleyball as well as other sports. We also use the centre as a place for the social gathering where our family members and children come and mingle among each other in order to break free from the monotonous cosmopolitan life.

Naturally, therefore, once the sports and leisure centre is closed, we won't be able to continue the activities which we have enjoyed for so long. But the most negative effect of this closure will be the "loss of the much-needed social bond" among our community members and its children which have kept our community a safer and better place so far to live. So, knowing how important the centre is in maintaining our physical and mental health, it is imperative that we keep it opened.

Yours faithfully,

Traverse Boone



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 28

You should spend about **20** minutes on this task.

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter:

- say where you think you left the papers
- explain why they are so important
- tell the manager what you want him/her to do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am Bruce Mathers, participated in a meeting at your hotel's conference hall on 08th November. Unfortunately, I left a zippered file folder that contains some important documents in the room I stayed in. I am hoping that you would send the folder to my home address as soon as possible.

After I finished the meeting in the evening, I stayed in room 354 and checked out on 09th November. I have placed the folder along with the contents on top of the table that was placed beside my bed. I hastened to keep pace with some of my colleagues who were also leaving and I forgot the folder.

The binder contains some official reports that I really need to present to my manager. It also holds a business proposal that I am supposed to send to a company. Without these papers, I will be in grave danger.

I am hoping that you already have the zippered folder in your possession and would be able to send me via courier service as soon as possible. I would be ready to bear the courier cost.

I am expecting a reply from you soon.

Yours faithfully,

Bruce Mathers

Model Answer 2:

Dear Sir or Madam,

I am Rogers Miller from Sydney, Australia, and I enjoyed my stay at your hotel last week. I stayed there from May 03, 2019 to May 06, 2019 and my room number was 234. However, I just found out that I have left some of my important papers in your hotel and hoping that you would courier them to my office address at your convenience.

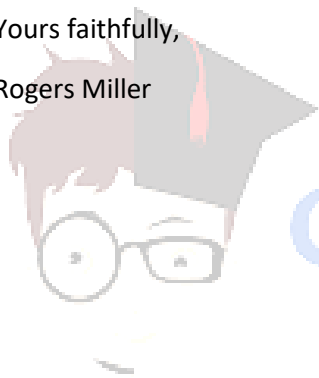
The documents that I left in your hotel contain important data and information on sales forecasts for my company for the next year. I called your Hotel Front Desk agent, and he confirmed to me that I indeed had left some of my papers and documents inside the chest drawer by the side of the bed.

I wish that I could come back to your hotel and collect the papers immediately since I need them in order to present in the next board of directors meeting after a couple of days from now. But, unfortunately, your hotel is about 8 hours drive from where I live. Therefore, I would really appreciate it if you please make some time to mail me the documents to my company address, which is written on all the documents that I left at your hotel, at your earliest convenience. I would be ready to bear any expense incurred due to this.

Thank you in advance.

Yours faithfully,

Rogers Miller



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 29

You should spend about **20** minutes on this task.

You recently received a letter from a friend asking for advice about whether to go to college or try to get a job. You think he/she should get a job.

Write a letter to this friend. In your letter:

- say why he/she would not enjoy going to college
- explain why getting a job is a good idea for him/her
- suggest types of job that would be suitable for him/her

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model Answer 1:

Dear Fincher,

Hope you are doing great. It's been a long since I last met you. I was quite busy with my studies and a part-time job that I am doing at Beckison's. It's very wise of you to take some time before deciding whether to have a job or get admitted to a college. As this decision has a profound impact on your future, you should consider each option thoroughly.

As you know I have started my University just after finishing my high school and consequently, I couldn't get any job experience in my field which I often regret. I believe you should work for a while and after that, continue your education in a subject that you feel interested in. Choose the subject carefully as it would define your future career path.

By getting a suitable job you will gain some valuable interpersonal skills such as delegating a task or working in a team. The job experience will further your decision-making capabilities as well as presentation skills. Moreover, it will open doors for better job opportunities in the future.

I feel you should work at a tour service providing company. It makes sense as it would be easier to find a job in your city in this sector and it would let you travel extensively and meet new people.

I hope my suggestion would help you decide what is best for you.

Warm regards,

Russell

Model Answer 2:

Dear Mathew,

Thank you for seeking my advice in deciding whether to go to a college or getting a job. Knowing how you like enjoying outdoors these days instead of getting stuck in class and doing loads of home works, I don't think that you would really enjoy your time at a college.

Therefore, I would like to advise you in favour of getting a job. In fact, I feel like you really have grown "impatience" with your studies which, of course, can happen sometimes. And, should really that be the case, it is better to have a little "time off" from your studies in order to set the priorities in your life by getting a job for a "change" that you could actually enjoy.

If you ask me what kind of job would be suitable for you, I would suggest that you go for some kind of "technical and on the field" works since you don't exactly enjoy being stuck "inside" of a room whole day. Besides, job experience in the technical field will help you perform better in the future when you go to pursue a degree in Mechanical Engineering.

Warm regards,

Jeremy Lewis



collegedunia.com

Writing Task 1 - General (Letter Writing) Sample # 30

You should spend about **20** minutes on this task.

You are studying for a qualification, and you would like some time off work to complete it.

Write a letter to your manager. In your letter:

- ask for some time off to complete the qualification.
- suggest what you will do later at work if you get time off
- say how the qualification will help your job or company

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Model Answer 1:

Dear Sir or Madam,

I am writing to request your permission for taking two weeks' leave from office in order to complete my MBA from the University of Edinburgh. I am hoping that you would permit me to take off work from the coming 2nd August.

I am enrolled in the executive MBA and have almost finished my required courses to be awarded the degree. I am working on my thesis, which I must submit to the university by August 15th. I have more than three weeks paid holidays and sick leaves that I have not used up during the last two calendar years. Now I am hoping to take two weeks off to complete my thesis and take an exam to complete my MBA.

I would be able to check my email daily, sometimes reply to them and be available for emergency phone calls. On return, I will be ready to work extra hours and come early to catch up on anything I had missed. I have already spoken to my teammates and they have assured that they can share my responsibilities for two weeks.

I fathom my temporary absence from office would not create any inconvenience to you and the rest of the team. My MBA degree and thesis would enable me to get some insights on the consumer market and I will be able to apply this knowledge to better serve our company and I believe that will give us a competitive edge.

I am looking forward to hearing a positive response from you.

Yours sincerely,

Joseph Garrett

Model Answer 2:

Dear Sir or Madam,

I am writing to request for a few days' "leave" to complete a qualification course on "advanced supply chain management" starting from the next Monday.

I found out a couple of weeks ago that an announcement for a new post is about to come very soon in our company, and if I heard it properly, it is going to be a Senior Managerial position in the department of Supply Chain. I just wanted to let you know that I am really interested in the position as I have already worked in the same department for a couple of years in the past before moving to "Production". Besides, I have already started to take a certification course on "advanced supply chain management" which will take two weeks to finish from now.

I will make up the loss by working extra days on the weekends and holidays if it helps my company. I have also talked to James who has agreed to share some of my workloads during my absence.

Now, only if you allow me the "leave" for the next two weeks, only then should I be able to get the certification in time. This move will certainly help our company as I already know a great deal about the tasks and the system, because of my past experience, which may just not be the case if we hire a "Manager" from outside.

Yours faithfully,

Jeremy Chris



collegedunia.com