

IELTS General Writing Task 1

Formal Letter Samples



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IELTS General Writing Task 1 Formal Letter Samples

1. Letter of Request

You need to take leave from your work for over a week due to personal reasons.

Write a letter to your reporting manager. In your letter:

- *Explain the reason for the leave and the number of days you need*
- *Explain how you will keep up-to-date while you're away*
- *Propose how team members can manage your work while you're away*

Write at least 150 words.

Dear Samuel,

I am writing this letter to request a leave of absence for over a week from 15 to 21 August 2022 due to some personal reasons. As I have informed you earlier, my brother-in-law is hospitalised. Now he needs constant care, so I will be taking care of him for over a week.

During this time, I will keep myself updated with the daily communication within the team and coordinate with Mr. Johnson regarding daily targets achieved.

To ensure smooth delivery of work, I would propose to you that I will assign responsibilities to each team member and report to me the status on a daily basis. In this way, we can track the progress and keep the work up to date.

Hence, I request you to accept my leave and do the needful.

Yours sincerely,
Venkatesan



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2. Letter to Invite

You are conducting an awareness programme in your university and you would like to invite the district collector to the occasion.

Write a letter of invitation to the district collector's office. In the letter:

- *Explain the cultural programme*
- *Give the date and venue of the event*
- *Explain the protocols to be followed*

Write at least 150 words.

Respected Sir/Madam,

Greetings from St. Stephen's College, Chennai.

'Human Rights is an integral part of the legislation. Since people as a whole give less emphasis to the protection of human rights, we are creating an awareness program for students of various colleges and universities on 29 August 2022 (Monday) at Interim Hall, Egmore, Chennai - 600 036.

In this regard, we would like to invite you to talk about human rights and their importance in daily lives. To take human rights to the next generation and give them useful insight, your knowledge and experience are much needed.

Since this event involves various dignitaries, we request you to follow the protocol given by us. If you need any clarification regarding the same, we are ready to answer your questions at the earliest.

We are looking forward to hearing a positive response from you.

Yours sincerely,

Fr. Thomas Linkin

Assistant Professor,

St. Stephens College, Chennai.



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3. Letter to Employment Agency

You are looking for a full-time job. Write a letter to an employment agency. In your letter:

- *Introduce yourself*
- *Explain what sort of job you would like*
- *Say what experience and skills you have*

Begin your letter as follows: Dear Sir/Madam,

You should write at least 150 words. You should spend about 20 minutes on this task.

Dear Sir/Madam,

I am writing this letter to express my interest to start working for a full-time job.

I am Robert, a recent graduate from York University. I completed my MBA in marketing in the year 2022. I stay in Ontario and am presently searching for a full-time job that matches my field of education.

I am looking for a job in the corporate finance sector and am ready to dedicate my full-time to the job. I am also seeking to learn a lot from my first job.

During my studies I have completed an internship at a leading fintech company as a finance intern. I have good financial reporting and logical reasoning skills, and can complete my assigned tasks on time.

It would be great if your agency could find me a suitable role in a good company. I look forward to hearing from you soon and registering with your agency.

Yours faithfully,
Robert Reeds.



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