

IELTS General Writing Task 1

Informal Letter Samples



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IELTS General Writing Task 1 Informal Letter Samples

1. Letter to Apologise

A friend of yours invited you to a wedding reception. Due to an emergency, you couldn't attend the function. Now you want to apologise for not attending it.

Write a letter to your friend to apologise.

- *apologise to your friend*
- *explain why you did not attend the party*
- *say what you plan to do to make up for missing the party*

Write at least 150 words.

Dear Shasana,

How are you doing? Hope you enjoyed your friend's wedding reception with other friends. I would like to apologise for not making it at the last minute.

On the same day, I had an emergency. You know that I'm searching for jobs outside India. While I was getting ready for the reception, I got a call all of a sudden from YouGov company, UK. It was a telephonic interview, where I asked about my work experience and recent projects accomplished. After that, they wanted me to do an assignment and send it across immediately. Since it's a lifetime opportunity, I couldn't neglect it. So I started working on the project and got approved successfully.

Further, they told me that there will be another round of interviews, including technical and HR. So I'm looking forward to hearing from them.

I'm once again sorry for not coming and not contacting you. I'm free for a couple of days. If you think of meeting, please let me know. I'm glad to come and visit you.

Yours faithfully,
Micheal.



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2. Letter to Visit

You are going to visit your friend after 2 years of break.

Write a letter to your friend. In your letter,

- *Explain why you are willing to visit your friend*
- *Give details of where you will come and stay*
- *Ask your friend to identify some leisure activities*

Write at least 150 words.

Dear Mike,

How are you and your family? Hope this letter finds you in good health and spirit. What are you up to for this weekend? Since we met 2 years ago, I'm planning to see you this Sunday. I'm travelling to Mumbai on Friday for official work. I need to attend an international conference on Artificial Intelligence and its impact. After that, I will come to Delhi and meet you on Saturday morning. I will book a flight on either Indigo or Air Asia and reach at around 6 am.

Meanwhile, I want you to find out the best homestay and nearby places to visit. Please make sure that the hotel is close to your house, so that we can spend time together late at night. Try to book a billiards board for a couple of hours. I'm sure it will be fun-loaded.

If there are changes in the plan, please let me know immediately, so that I can schedule my weekend based on that.

Best Regards,
Shriya



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3. Letter to Sell a Mobile Phone to a Friend

You want to sell your mobile phone. You think a friend of yours might be interested to buy it from you. Write a letter to your friend.

In your letter:

- *Explain why you are selling your mobile phone.*
- *Describe the mobile phone.*
- *Suggest the mode of payment to your friend.*

Dear Shasna,

How are you and your family? Hope everything is fine. I heard that you are looking for a smartphone in the 20,000 and 30,000 range. Fortunately, I too wanted to sell my smartphone for 25,000.

I bought the Apple smartphone (iPhone 11) for 50,000 a year ago, and I'm planning to buy the new version (iPhone 12) next month. The reason why I go for the new version is the 6-inch widescreen and the latest camera features. I can watch high-definition videos on a 6-inch screen and take tons of pictures.

My iPhone 11 is no lesser than other smartphones in the market. It is still one of the go-to mobile phones for its processor, RAM and storage spaces. In the last year, I had no issues with my phone like battery drainage, stuck up or any features.

If you are interested in buying my phone, just drop me a message. I will share the GPay link so that you can do the payment online.

Yours sincerely,
[Your Name]



4. Inviting a friend

You are studying English at a private language school attended by many international students. You are planning a surprise birthday party for a friend who has been feeling particularly sad and homesick. Write to another classmate and invite him / her to the party. In your letter:

- *explain the reason for the party*
- *give the date and time of the party*
- *suggest what the classmate could bring to the party*

Begin your letter as follows: Dear _____

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

Dear Alice,

I am writing this letter to invite you to a birthday surprise party that I am planning to hold next weekend. Do you know our new student? His name is Peter and he has been studying in our school for a month now. I bumped into him yesterday and he was feeling blue. I think it's because he misses home. As international students, we know that it takes time to adjust to the culture and lifestyle of another country. I found out that Peter's birthday will be next Saturday and I think that this party will really cheer him up. So, the birthday bash will start at 6 p.m. in our room next Saturday!

We will need a lot of things for this party such as food, drinks, music, and some balloons. And also we will need someone to decorate the room for the party. So, we need all the help that we can get. Moreover, we all know you as a great cook. As a favor, maybe you can create your famous birthday cake for the event. I think it would be a great surprise for the celebrant!

I look forward to your reply and I hope you would be able to join us in this meaningful event.

Sincerely yours,

Eugene.



5. Advising a friend about a holiday

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice.

Write a letter to your friend. In your letter:

- *offer to find somewhere for your friend to stay*
- *give advice about what to do and see in your area*
- *give information about what clothes to bring*

Dear Loren,

Hello, my sweetie! I hope you are great. I am so excited to see you again. Let me give you some information and advice for your trip.

I will recommend some accommodations for your stay. You can either stay in a hotel or in a weekly rental. There is a good hotel that I always recommend to my friends called the Red Sea Hotel. It's a five-star hotel and quite affordable. If you prefer weekly rentals, there are many great places near my house with a good reputation and peaceful surroundings.

As for places to visit, there are lots of attractions close to my home. For example, you can go shopping or take long walks along the seaside—the weather is really pleasant and perfect for outdoor activities.

The weather here is neither too hot nor too cold—it's moderate. So, you can wear anything you feel comfortable in, like a T-shirt or a dress. But do bring a jacket in case it gets a little chilly in the evenings.

I am super excited to see you soon!

Kind regards,
Lulu



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6. Apologising to a friend

You borrowed an important textbook from a classmate last term. You now realize your classmate has returned home overseas and you still have a book.

Write a letter to him/her. In your letter

- *apologise for the mistake*
- *find out how important the book is to him/her*
- *say what you will do*

Begin your letter as follows:

Dear _____,

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

Dear Tom,

Hope you are doing well! I wanted to inform you that I successfully graduated from my college last month, especially thanks to your textbook and your help.

Firstly, I want to sincerely apologise for not returning the Marketing coursebook on time, as I had promised. Honestly, my grandfather fell sick, and I had to urgently travel to another city to take care of him. Recently, I realised that I still have your book with me and you have already left the country.

I understand how important this textbook is, especially because of the valuable information and your handwritten notes inside it. Could you please let me know if you need it urgently, or if it would be alright to wait a bit longer?

I'm planning to visit your city this September, so I could bring the book along when we meet. Alternatively, if you prefer, I can courier it to you immediately. Please let me know what works best for you.

Once again, I'm truly sorry for the inconvenience. I'll be waiting to hear from you.

Warm wishes,

Yours truly



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7. Letter to a Friend After a Visit

You have recently been to stay with an old friend for a few days. You haven't seen each other for a long time and was happy to meet him/her.

Now write a letter to this friend.

In your letter:

- *say how you felt about the visit*
- *refer to something enjoyable that you did while staying with him/her*
- *invite your friend to visit you*

Dear Karan,

It was indeed a great pleasure to visit you. I felt quite excited to meet you after several years and I will never forget the moments we have spent together after a long time; it was just like the old days! I am writing to thank you and invite you to my place.

The way you treated me during my visit is really appreciable - I can never be a great host like you. I cherished every single day of my holidays. When we went to the 'Wonderland', I was simply mesmerised and those are unforgettable moments. We enjoyed everything there as if we were in our school days. I still remember the way you were afraid of water when you were a teenager, I guess you still are!

It would be a great pleasure to invite you to my home for my birthday next month. We will go to the nearby hill station and have great fun there. I will expect you to be with me at that time. Please try to make it.

Warm wishes,

Rohan



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