

IELTS General Writing Task 1

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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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]



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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.



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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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IELTS General Writing Task 1 Semi-formal Letter Samples

1. Letter of Resignation

You have decided to resign from your employment in order to pursue higher studies.

Write a letter of resignation to your manager (boss). In your letter:

- *Explain why you want to resign from your current job*
- *Give your positive feedback about the job you have*
- *Ask for a letter of reference*

Write at least 150 words.

Dear Mr. Vincent,

I'm planning to pursue higher studies in the US at the end of this year, so I would like to let you know that I'm resigning from my job as a UI developer. Since the admissions for the Master's degree take place in December, I need to prepare for IELTS and complete other formalities at the earliest.

During this period of employment, I've learned a lot about UI and from you as a leader. The responsibilities I took have moulded me into a better professional. I would like to update myself with recent changes in UI and keep in touch with you for further guidance.

Thus, I request you accept my resignation and allow me to have your name and contact details on my resume for future reference. I'm sure I will reach great heights and let you know my progress.

My last working day is on 30 September 2022. Before relieving, I will train one of the team members and ensure a smooth transition.

Yours sincerely,

Vignesh



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2. Letter of Acceptance

A manager of a MNC has offered you a job in his company. You need to accept his letter.

Write a reply to the manager. In your letter:

- *Thank the manager for shortlisting your profile*
- *Give details of your joining*
- *Ask them what documents are required*

Write at least 150 words

Dear Ms. Amba,

Thank you for shortlisting me for this great opportunity. I'm glad to know that I'm the only candidate to get through 5 rounds of interviews. I must say that it was very challenging and tested my skills to the core.

As I'm currently serving my notice period, my last working day is on 31 October 2022. After that, I may need a week to submit their office laptop and other accessories. Hence, I'm ready to join your company anytime after 10 November 2022. If there is any change in my joining date, please let me know in advance.

I request you to give me the list of necessary documents to be submitted before or on the joining date. It includes both hard and soft copies. It will help me to schedule my work accordingly.

Once again thank you for giving me the opportunity to be a part of your team.

Yours sincerely,
Mohammed



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3. Letter to Take Leave for a Holiday

You need to take some time off from work to go on holiday. Write a letter to your direct manager.

In your letter:

- *Ask for time off and explain why*
- *Provide the dates and times for which you will be unavailable to work.*
- *Describe what you will do to prepare or make up for your absence.*

Dear Mr. Henry,

I am writing this letter to inform you that I need a holiday to attend the get-together party arranged by the school that I have studied at.

This get-together party is an important occasion for me since I am going to meet my old friends. The party will be conducted on 18th July and we also planned a trip from 19th July to 21st July. This will be a beautiful opportunity for me to connect with and enjoy good times with my old friends. In this get-together party and trip, about 65 friends of mine including my teachers will be participating.

I need four days leave from work to attend this function considering the preparation and travelling time. At this time, I don't have any important commitments and Fernandez agreed to look after my tasks while I am away from the work. He knows how those tasks can be done and after I return, I will work extra hours to cover up my pending tasks, if there is any.

I want to make this time more memorable and this allows me to spend some meaningful time.

So, I would be thankful if you let me take time off from work.

Sincerely,

Bob



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4. Letter to Apologise for Absence from a Company Event

You were absent from an important event held by the company you work for.

Write a letter to your manager. In your letter:

- *Apologize for your absence and explain the reasoning.*
- *Explain why you had to be at the other event.*
- *Explain what you will do to catch up.*

Dear Ms. Isabella,

I am writing this letter regarding my absence from the annual business meeting conducted the day before yesterday.

First and foremost, I would like to apologize for not being able to participate in the business meeting. I know the importance of meeting as it contains networking opportunities and forms a good base for a team. But, unfortunately, my father underwent a heart surgery so I am in a situation where I have to take care of my father.

It is obvious that heart surgery is a complex medical treatment. Doctor informed me that constant assistance was needed to carry out this operation successfully. My father has to rely on me since I'm the only child for him. I need to be with him to bring him back to a normal state of life.

To catch up with the rest of the team, I arranged a meeting with Mr. Smith from the Marketing Department. I am sure that I will be able to adjust to the pace of my team after the meeting. Also, it will prepare me to start working on where I left.

Thank you for understanding.

Sincerely,

Donald Beckam



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5. Letter to Delay Moving into an Apartment

You are due to move into a rented apartment next week but you will not be able to due to an unexpected problem.

Write a letter to the property manager. In your letter

- *Explain the situation*
- *Describe your problems*
- *Tell him/her when you think you can move in*

Dear Mr. John,

I have recently made an agreement with you to rent your apartment. I ought to move to your apartment on September 15th, but I would not be able to do that due to personal problems. I am expecting you to permit me to move to your apartment on September 25th.

Officially, I signed a rental agreement with you on 13th August and on September 15th, I agreed to move to your B4 apartment situated on Broadway Street. I paid five months in advance. Meanwhile, our grandmother died of a heart attack which made us reconsider our decision. Thus, we have to attend the funeral ceremony of my grandmother.

It would take at most 10 days for travelling and other things. So, I request you to consider our situation and allow us to move to your apartment on September 25th.

I am looking forward to hearing your response regarding this.

Sincerely,
John



6. Letter to Complain About Noisy Neighbours

You have been living in a rental apartment for the past year. Recently, a new neighbour moved in who has loud parties several times a week.

Write a letter to your landlord. In your letter:

- *Explain the situation*
- *Describe why it bothers you*
- *Suggest a solution*

Dear Mr. George,

I hope you are fine. I am writing this letter to inform you about the unbearable noise making by the new tenant who moved into apartment F-5.

I have been living in this apartment for one year. I had no problem with my neighbours. Actually, I am happy with my neighbours as they are so supportive and friendly. But, recently I am facing several issues because of the new tenant living in an F-5 apartment.

They moved into an apartment about two weeks ago. The problem is they have parties at night daily and play music at a higher level. This worries and annoys me a lot since I am having sleep issues and a 1 year old baby. It's completely their choice to conduct a party but they should also consider other tenants, that is my concern.

I think it is not a good idea to directly contact them. Therefore, I need your cooperation in this matter. You should talk with other neighbours to understand what is happening around. And, you have the authority to talk with a new tenant directly. Hope you will solve this problem.

Sincerely,
Suzan



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