

IELTS letter writing

1. You have organized to go on a holiday with your friend. However you must change your plans.

Write a letter to your friend, In your letter:

- a. Tell them how much you are looking forward to the holiday
 - b. Explain why you must change your plans
 - c. Suggest alternative arrangements
2. You have decided to resign from your work in order to try a new field.

Write a letter of resignation to your boss. In your letter:

- a. Tell your boss of your decision and explain why you are leaving
 - b. Explain what you have learnt from your current job and how you feel about leaving
 - c. Ask for a letter of reference
3. You are looking for a part-time job.

Write a letter to an employment agency. In your letter,

- introduce yourself
- explain what sort of job you would like
- and say what experience and skills you have

Write at least 150 words.

4. Write a letter to the HR of the company asking about the result of the interview

why you think the interview was good

and why you need to know the result

Write a minimum of 150 words (Actual IELTS Exam question Dec 2018)

- 5. You are going on a short course to a training college abroad. It is a college that you have not been to before.**

Write a letter to the accommodation officer. In your letter,

- **give details of your course and your arrival/departure date**
- **explain your accommodation needs**
- **ask for information about getting to and from the college**

Write at least 150 words.

- 6. Your child is going for an International trip with his school mates and teachers; You wish to join your child on this international trip**

How it's useful for teachers

Why u want to join the trip

Ask information related to the trip

Write at least 150 words (Actual Test question November 2018)

- 7. You are a student at a school in Buffalo and are living in private accommodation with other flat mates. You have not had hot water or heating for some time.**

Write a letter to the landlord. In your letter,

- **state your reason for writing**
- **describe the problems and explain how you feel**
- **propose a solution and ask the landlord to get it fixed.**

- 8. You have just spent a week with a friend on holiday. When you got home you realized you had left your IDs there.**

Write a letter to your friend, in your letter:

- a. Thank your friend for the holiday**
- b. Explain that you left your IDs in their house**
- c. Give them instructions of how to send it back to you**