

IELTS General Writing Task 1 Formal Letter Samples:

A formal letter in IELTS GT Task 1 requires you to write a letter to the government, a private organisation or any higher authority describing a situation and requesting permission/presence/apology/lecture etc.

For instance: If you need to write a letter to the government electricity board to complain about the constant power cut, you must write a formal letter to the concerned authority.

Sample 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

Sample 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.

IELTS General Writing Task 1 Informal Letter Samples:

An informal letter (personal) in IELTS letter writing requires you to write a letter to your friend or family, sharing something important, inviting them to dinner, or sending a parcel etc.

For instance: If you're planning to meet your friend after a long break, you must write an informal letter asking about their life, family etc. and invite them for this weekend.

Sample 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.

Sample 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

IELTS General Writing Task 1 Semi-formal Letter Samples:

A semi-formal letter in IELTS Task 1 General requires you to write a letter to a known person with whom you have a professional or business relationship.

For instance: If you're applying for a job in a reputed company and need your professor to refer you, then you must write a letter of reference for the same.

Sample 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

Sample 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