

## IELTS Letter Topics

*Formal*

### **1. Asking for Information**

You live in an English speaking country and you want to do some voluntary, unpaid work in a developing country. Write a letter to a company called Cultural Expeditions, which organizes such trips. In your letter:

- Explain why you want to do the voluntary work.
- State what your skills and experience are.
- Indicate where you would like to volunteer and for how long.
- Begin your letter as follows: Dear Sir / Madam

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

### **2. Applying for a Job**

You have decided to apply for a job as a Spanish instructor that was advertised in the April edition of the magazine Teaching Professional. This ad was posted by Mr John Sullivan, director of the Spanish department at The Language Institute of Great Britain in London, England. In your letter to Mr Sullivan:

- Explain why you are writing
- Describe your qualifications and experience
- Explain how they can contact you

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

### **3. Making Suggestions**

You eat at your college cafeteria every lunchtime. However, you think it needs some improvements. Write a letter to the college magazine. In your letter:

- Explain what you like about the cafeteria
- Say what is wrong

- Suggest how it could be improved
- Begin your letter as follows: Dear Sir / Madam

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

#### **4. Applying for a Job**

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
- 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.

#### **5. Complaining to a Bank**

You have received a letter from your bank, asking you to acknowledge receipt of a new bank card. However, the card was missing from the envelope. Write a letter to the bank's head office. In your letter:

- Explain why you are writing
- Express concern about the missing card
- Ask them what they intend to do
- Begin your letter as follows: Dear \_\_\_\_\_,

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

## **6. Informing an Airline**

Last Tuesday you flew from New York to Paris. When you arrived home, you discovered that you had left your cabin bag on the plane. Write a letter to the airline. In your letter, you should explain:

- Where and when you lost your bag
- What your bag looks like
- what its contents were
- Begin your letter as follows: Dear Sir / Madam

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

## **7. Applying for a Job**

You have seen an advertisement for part-time work in a hotel for three months over the summer. Write a letter to the manager. In your letter:

- Say what experience you have
- Ask what the work involves
- Enquire about conditions
- Begin your letter as follows: Dear Sir / Madam

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

## **8. Making Recommendations**

You normally go shopping in the area where you live. However, you think some of the facilities for shoppers could be improved. Write a letter to your local newspaper. In your letter:

- Say in general what you like about shopping in your area
- Say what is wrong with the facilities
- Suggest how they can be improved
- Begin your letter as follows: Dear Sir / Madam

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

### **9. Applying for a Job**

You would like a temporary job working in the summer camp which runs sports and outdoor activities for children and young people next summer. Write a letter to the organizers of the summer camp. In your letter:

- Explain what sort of job you would like to do
- Describe your personality
- 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.

### **10. Complaining about a Product**

You live in a small university town. Last week, you drove to a big city about two hours away to buy a new laptop at a good price. You worked on the laptop all week and finished writing a long assignment that is due shortly. However, this week, the laptop doesn't even switch on. Write to the store. In your letter:

- Tell the store where you live & what happened
- Explain the problem with the laptop
- State what action you would like the store to take
- Begin your letter as follows: Dear \_\_\_\_\_

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