

IELTS Letter Topics

Semi-Formal

1. Arranging Accommodation

You are being sent on a one month work assignment in San Francisco, California. You need a place to stay while you are there. Write a letter to the Maury Samson Real Estate Agency. In your letter:

- Explain the situation
- Describe the kind of accommodation you would like
- Provide the dates you will need it
- Begin your letter as follows: Dear Mr. Samson,

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

2. Asking for Permission

You are studying overseas. You need to return to your country before the end of the semester for a family event. Write a letter to your supervisor. In your letter:

- Request time off
- Explain why you need to leave early
- Reassure him / her that your studies will not suffer
- Begin your letter as follows: Dear Mr. / Ms. _____

3. Complaining to a Landlord

You have been living in a rental apartment for the past year. Recently a new neighbor moved in who has loud parties several times a week. Write a letter complaining about this to the landlord. In your letter:

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

- Begin your letter as follows: Dear Mr. / Ms. _____,

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

4. Making a Suggestion

You exercise regularly and have been a member of many different gyms. Recently, you moved into a new neighborhood and joined a new gym. You have noticed that people at this gym do not bother to wipe down the machines after use and often leave dirty towels on the benches in the change rooms. Write to Mr Koto, the manager. In your letter:

- Explain who you are
- Describe the problem exactly
- Make suggestions to improve the gym
- Begin your letter as follows: Dear Mr. Koto,

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

5. Booking Accommodation

You are going to take a short holiday in Singapore and you want to rent a holiday apartment while you are there. Write to the tourist information office. In your letter:

- Explain what you need
- Say when you plan to be there
- Ask for information about prices
- Begin your letter as follows: Dear Mr. / Ms. _____

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

6. Explaining to a Neighbor

You are having a graduation party next Saturday night. You have invited 50 people to celebrate at an outdoor barbecue evening, which may continue into late into the night. Write a letter to your elderly neighbor. In your letter:

- Explain what will be happening
- Offer your apologies in advance
- Invite her to join the celebration
- Begin your letter as follows: Dear Mr. / Ms. _____

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

7. Asking for permission

You are supposed to hand in a mid-term project for your psychology class by November 1st. However, your brother is getting married in Hawaii at the same time and the entire family is traveling there for the occasion. You would like an extension on the due date for submitting the project. Write to your professor. In your letter:

- Explain the situation
- Remind the professor of your fine academic record to date
- Ask for an extension of the due date
- Begin your letter as follows: Dear _____

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

8. Making a Suggestion

You live in a high-rise building, which has a communal laundry room. There are many washers and dryers there, but even more residents. Sometimes people don't come in time to empty the machines and other residents have to wait for a washer or dryer. You think the building management should purchase 10 extra laundry baskets and make them available for such times, so the machines can be freed up. Write to the Property Manager, Mrs. Williams. In your letter:

- Explain how long you have been a resident
- Describe the problem
- Propose your solution
- Begin your letter as follows: Dear Mrs. Williams

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

9. Asking for Permission

You have received a job offer for a position you have wanted for a long time. You are expected to start on July 1st. However, you can only start a week later due to personal reasons. Write a letter to Mr. Jackson, your new boss. In your letter:

- Show your enthusiasm for the job offer
- Explain the problem
- Suggest what you can do
- Begin your letter as follows: Dear Mr. Jackson,

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