

IELTS Letter Topics

Informal

1. 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.

2. 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 to stay
- Give advice about what to do
- Give information about what clothes to bring
- Begin your letter as follows: Dear _____

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

3. Apologizing to a friend

You borrowed an important textbook from a classmate last term. You now realize your classmate had returned home overseas and you still have the book. Write a letter to him / her. In your letter:

- Apologize 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.

4. Thanking a friend for a holiday

You have recently been to stay with an old friend for a few days. You hadn't seen each other for a long time. Write a letter to the 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
- Begin your letter as follows: Dear _____

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

5. Advising a friend about work

An English-speaking friend is coming to study in your town next year and has written asking for information and advice. Write a letter to your friend. In your letter:

- Offer to find a place for him / her to live
- Give advice about how to find a part-time job
- Give information on where he / she can learn your language
- Begin your letter as follows: Dear _____

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

6. Forgetting something at a friend's

You stayed at your friend's house when you participated in a conference in Australia. You left a briefcase with important documents in your room. Write a letter to your friend. In the letter:

- Thank your friend for the stay
- Describe the briefcase
- Ask him/her to return it to you by post
- Begin your letter as follows: Dear _____

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

7. Reminding a Friend

A year ago, you lent your favorite book to a friend who you thought would enjoy it. Unfortunately, your friend has forgotten to return it. The book has sentimental value to you as it had been presented by your grandmother. Write a letter to your friend. In the letter:

- Ask how he or she is doing
- Remind him / her about the book
- Explain why you need it back
- Begin your letter as follows: Dear _____

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

8. Congratulating a Friend

Your best friend just had her first baby. You are currently overseas but will be returning to your hometown in a week. Write to your friend. In your letter:

- Congratulate your friend
- Tell her when you will be returning home
- Ask when you could drop in to meet her and the baby

- Begin your letter as follows: Dear _____

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

9. Requesting Help

Your parents will be celebrating their 40th anniversary next month. You are planning a big celebration, but you are not sure how to make the occasion really memorable. Write to your best friend, Joan, who is a professional event planner. In your letter:

- Explain why the occasion is special
- Ask for her assistance
- Set up a time to meet at your friend's convenience to discuss your plans
- Begin your letter as follows: Dear Joan,

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

10. Admitting a Mistake

You attended an old friend's wedding in another city, about 3 hours away, a week ago. It was an outdoor wedding held on a rainy day and you had taken along a rather expensive, elegant umbrella. When you returned, you were tired and went straight to bed. You had a very busy week. This weekend, when it started to rain, you realized you had the wrong umbrella. You must have taken someone else's umbrella, which was very similar to your own, when leaving the wedding reception. Write to your friend who got married. In your letter:

- Congratulate him / her on the beautiful wedding
- Explain the situation
- Ask how you can return this umbrella and locate your own
- Begin your letter as follows: Dear Joan _____

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