



15 Letters + Tutorial

**IELTS Writing Task
(General)**

(Version 1)

**By
Kevin A Dean
&
Payman Karimi**

www.ielts9.pro

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Preface

Hello and welcome! In this book you will find 15 Band 9.0 IELTS Task 1 formal and informal letters along with letter writing tutorial. We have written these letters so that you can copy the ideas and the structures for your IELTS preparation. We hope you find them useful.

Good luck with the test.

Thank you.

Kevin A Dean &
Payman Karimi

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Formal letters

Now this task is one of the easiest, if not the easiest, of the IELTS writing tasks for the simple reason it tells you exactly what to write. Unlike the essays and report tasks where you have to do some thinking for yourself, here, the task gives you three prompts which you just have to follow.

First, how do you know when a letter is formal or informal? You should really know this, but I will spell it out for you here. There are several clues, first, the task instructions, second, the person you are asked to write to. So if it is a complaint, a resignation, a request for assistance, then these are pretty much always formal, and if you do not have the name of the person to write to then it is formal.

So, the task instructions...if we take the example below

Last week you were on a flight to London. Unfortunately, when you left the plane, you left a bag. You did not remember about the bag until you got to your hotel.

Write a letter to the airline.

- ***Explain what has happened,***
- ***describe the bag and its contents***
- ***and say what you would like them to do about it.***

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir,

Dear Sir...? Well, does that sound like you are writing to a friend? No, so that's the first clue, this letter is formal.

Letter # 1

You work at home and have a problem with a piece of equipment that you use for your job. Write a letter to the shop or company which supplied the equipment. In your letter

- ***describe the problem with the equipment***
- ***explain how this problem is affecting your work***
- ***say what you want the shop or company to do***

Dear Sir or Madam,

I am writing to complain about a malfunction in the Wi-Fi modem which I purchased from your shop on the 21st of September this year. The model is VK 12989E, serial number 38476297.

I was initially quite satisfied with this purchase, as for the last two months it has performed to its description, however, over the last week the signal strength has decreased and currently there is no signal at all anywhere in my house.

This is especially annoying as I work from home as a freelance accountant, this means I need constant internet access throughout the day to contact my clients and respond to emails, hold online meetings, etc. The failure of the Wi-Fi unit means I either cannot work at all, or I have to find some cafe with sufficient internet to do some of my business correspondence, a situation which is far from ideal as you may appreciate.

As per your warranty, I would like you to replace my unit as soon as possible so I can continue to operate my business. I do not want it repairing, as this would take too long and I need my internet back immediately. I shall bring my inoperative modem to your shop today and would like you to have a replacement ready for me to collect.

I look forward to hearing from you.

Yours faithfully,
Kevin.A.Dean