

LETTER WRITING (Mock Test)

1. IELTS writing task 1 sample: You would like to work in a different city to be closer to your family. Write a letter to your employer to request a transfer to another office. In the letter:
 - Explain why you would like to move
 - Request that your employer place you in a specific city
 - Request that it be completed by a certain date

2. IELTS writing task 1 sample: You recently used a taxi and left some important documents there. Write a letter to the taxi manager and say:
 - Describe what you left and where it happened.
 - Why are these papers important?
 - What would you like the manager to do about it?

3. You agreed to take a particular job over the summer, but due to unforeseen circumstances, you can no longer take the position. Write a letter to the manager including:
 - Explaining your situation
 - An apology
 - Express that you would be interested in the position next summer