

**IELTS (General Training) Writing Task 1: Complaint Letter****Sample Question**

You should spend about 20 minutes on this task.

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbours.

Write a letter to the local council. In your letter

- Describe how the rubbish collection system is not working properly
- Explain how this is affecting you and your neighbours
- Suggest what should be done about the problem.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

**Sample Answer**

Dear Sir or Madam,

I am writing to express my concern about the inefficient rubbish collection system in our local area. The current system's shortcomings are causing significant problems for residents and require immediate attention. The rubbish collection schedule is not being followed consistently, resulting in overflowing bins and unsightly garbage on our streets.

Moreover, the irregular collection has a direct impact on me and my neighbours. Despite our efforts to follow waste disposal guidelines, the accumulation of rubbish leads to foul odors, contamination risks, and compromises the well-being of vulnerable individuals in our community. To address this issue, I suggest improving the efficiency of the rubbish collection system by strictly adhering to the schedule and increasing collections during periods of high waste generation. Additionally, launching an awareness campaign to educate residents on proper waste management practices would promote responsible disposal and contribute to a cleaner environment.

I kindly request the local council to take immediate action and implement necessary improvements to ensure a reliable and efficient rubbish collection service for our community.

Thank you for your attention. I look forward to a positive response.

Yours sincerely,

Afsana

**IELTS (General Training) Writing Task 1: Invitation Letter****Sample Question**

You should spend about 20 minutes on this task.

Write a letter to your friend who lives in another country and in your letter:

- Invite him/her to a public event in your country.
- Describe the public event
- Explain about other plans you have for your friend when he/she will visit.

Write at least 150 words.

You do NOT need to write any addresses.

**Sample Answer**

Dear Ahsan,

I hope this letter finds you in good health and high spirits. I warmly invite you to visit me in Bangladesh for an exciting public event. It presents a fantastic opportunity for us to spend quality time together.

The event is the 'Sanskriti Utshob', showcasing our cultural heritage with captivating performances, art exhibitions, and diverse culinary delights. Immerse yourself in our rich traditions and experience the lively atmosphere.

Besides the event, I have planned exciting activities. We can explore Dhaka's picturesque landmarks, visit renowned museums, and indulge in our diverse local cuisine. My close friends are eager to meet you and create unforgettable memories together.

Please let me know your availability and preferred dates. I can assist with travel arrangements and ensure a comfortable stay.

I eagerly await your arrival and the wonderful memories we will create. If you have any questions or need further information, please don't hesitate to contact me.

Warm regards,  
Tanvir



**IELTS (General Training) Writing Task 1: Application Letter****Sample Question**

You should spend about 20 minutes on this task.

Mrs. Barrett, an English-speaking woman who lives in your town, has advertised for someone to help her in her home for a few hours a day next summer. Write a letter to Mrs Barrett. In your letter

- Suggest how you could help her in her home
- Say why you would like to do this work
- Explain when you will and will not be available.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Mrs. Barrett,**

**Sample Answer**

Dear Mrs. Barrett,

I am writing in response to your advertisement for assistance in your home next summer. I can help with general household tasks like cleaning, organizing, and meal preparation. I am experienced in ensuring a tidy living space and can help with running errands and managing supplies. I am enthusiastic about this work as it allows me to support and connect with my community. I am dedicated, reliable, and take pride in delivering high-quality service.

I am available for a few hours a day on weekdays throughout the summer. However, please note that I have pre-existing commitments on weekends, which may limit my availability during that time.

Thank you for considering my application. I am open to discussing further details or scheduling an interview. Please contact me at +8801234568910 or amid@outlook.com

I am excited about the opportunity to contribute to your home and make your summer more enjoyable.

Sincerely,  
Amid Hossain



**IELTS (General Training) Writing Task 1: Request Letter****Sample Question**

You should spend about 20 minutes on this task.

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.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

**Sample Answer**

Dear Sir or Madam,

I am writing to address a problem with a piece of equipment I purchased from your shop. The laptop is experiencing frequent malfunctions, such as sudden shutdowns and errors. These issues severely impact my work from home, causing delays and frustrations in meeting deadlines.

I kindly request your immediate attention to this matter. Please arrange for your technical team to assess and repair the equipment promptly. If the issues persist, I would appreciate exploring options for a replacement or alternative solution to ensure uninterrupted workflow.

As a customer, I trust in your commitment to customer satisfaction. I hope for swift action to resolve this issue and restore the functionality of the equipment, allowing me to work efficiently.

Thank you for your attention. I await your prompt response and resolution.

Yours faithfully,  
Tasnuva Islam

**IELTS (General Training) Writing Task 1: Making Arrangements****Sample Question**

You should spend about 20 minutes on this task.

You want to book a hotel recommended to you for a family holiday at the seaside.

Write a letter to the hotel manager to make arrangements.

- Explain what accommodation you require and when you want to stay
- Ask what will be included in the price
- Enquire about activities and places of interest near the hotel.

Write at least 150 words.

You do NOT need to write any addresses.

**Sample Answer**

Dear Hotel Manager,

I am writing to book accommodations for a family holiday at your highly recommended hotel. We plan to stay from 12th June to 17th June. As a family of 4, we require comfortable accommodation such as adjoining rooms or a family suite.

Could you please provide details regarding the price and what is included in the accommodation package? We would like to know if breakfast is provided and if there are any additional amenities or services included in the price.

Furthermore, we would appreciate information about nearby activities, attractions, and family-friendly places of interest. Recommendations for local beaches or recreational areas would also be helpful.

Thank you for your assistance. We are excited to finalize our booking and anticipate a memorable stay at your esteemed hotel. Kindly provide the necessary information and booking process at your earliest convenience.

Yours sincerely,  
Ismail Rahman



**IELTS (General Training) Writing Task 1: Explanation Letter****Sample Question**

You should spend about 20 minutes on this task.

You recently went to a concert and thought one of the singers was very good. You want to tell him how you feel.

Write a letter to the singer. In your letter

- Say how you feel about his performance
- Give details of your musical activities
- Explain how you would like him to help you with musical activities.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear .....,**

**Sample Answer**

Dear Tim,

I am writing to express my utmost admiration for your recent concert performance. Your talent and passion left a profound impact on me, and I was completely captivated by your exceptional voice and stage presence.

As an aspiring musician deeply involved in musical activities such as singing in a local choir and participating in community performances, your performance has inspired me tremendously. I have a deep love for music and it has always been an integral part of my life.

With your immense talent and expertise, I would be immensely grateful if you could provide guidance and support to further enhance my musical journey. Your mentorship in areas such as vocal techniques and performance skills would be invaluable as I strive to develop my musical abilities.

Thank you for sharing your remarkable talent with the world, and I would be honored to receive any assistance or guidance you may offer. Your inspiration has fueled my passion even further.

Warm regards,  
Ishaan Ahmed



**IELTS (General Training) Writing Task 1: Apology Letter****Sample Question**

You should spend about 20 minutes on this task.

You were absent from an important event held by the company you work for.

Write a letter to your manager. In your letter

- Apologize for your absence and explain the reasoning
- Explain why you had to be at the other event
- Explain what you will do to catch up

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Mr. Brannagan**

**Sample Answer**

Dear Mr. Brannagan,

I am writing in regard to my absence from the annual company business meeting held last week.

First off, I would like to formally apologize for not being able to attend the business meeting. I recognize the importance of the event, especially in terms of networking and growing as a team. However, my mother had an invasive spinal surgery last weekend, and I spent the last week taking care of her at home.

While the surgery was not life-threatening, it was not a routine procedure, either. My mother required constant assistance and faces a long road to recovery. Since I am an only child, my mother relied on me during this difficult recovery period, and my presence was a necessary part of her well-being.

In order to catch up on what was covered during the event, I have scheduled a meeting with Mr. Harris from the Finance Department. After meeting with Mr. Harris, I am confident that I will be brought up to speed with the rest of the team and ready to start working.

Thank you for understanding.

Sincerely,  
Nafis Islam.

**IELTS (General Training) Writing Task 1: Feedback Letter****Sample Question**

You should spend about 20 minutes on this task.

You recently did a short cookery course. The cookery school has asked for your feedback on this course.

Write a letter to the course director at the cookery school. In your letter,

- Describe what you enjoyed about the course.
- Say how much cooking you've done since the course
- Suggest another cookery course you'd like the school to offer

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

**Sample Answer**

Dear Sir or Madam,

I recently participated in a short cookery course at your school and wanted to share my feedback. I thoroughly enjoyed the course, thanks to the knowledgeable and passionate instructors who created a welcoming learning environment. The hands-on approach and opportunity to learn new techniques and recipes greatly enhanced my skills and confidence in the kitchen.

Since completing the course, I have been actively cooking at home and experimenting with flavors, techniques, and ingredients. The course has sparked a newfound passion for culinary exploration, resulting in delicious meals for my family and friends.

I would like to suggest offering a specialized baking course, focusing on pastry making, cake decoration, and baking techniques. I believe this would greatly benefit aspiring bakers and enhance the range of courses you offer.

Thank you for providing an exceptional learning experience. I appreciate the dedication of your instructors and the quality of the course content. I hope my feedback proves valuable, and I look forward to future opportunities to expand my culinary knowledge at your school.

Yours sincerely,  
Tanvir.



**IELTS (General Training) Writing Task 1: Influence Letter****Sample Question**

You should spend about 20 minutes on this task.

A magazine wants to include contributions from its readers for an article called 'The book that influenced me most'.

Write a letter to the editor of the magazine about the book that influenced you most. In your letter,

- Describe what this book was about
- Explain how this book influenced you.
- Say whether this book would be likely to influence other people.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

**Sample Answer**

Dear Sir or Madam,

I am writing to you in response to the article 'the book that influenced me most' printed in the last issue of your magazine, as it was stated there that you would be waiting for readers' contributions. Having noticed this, I couldn't have failed taking an opportunity to share my experience.

So the book that literally turned my world upside down is called 'Nina' by an Italian author writing under the pen name of Moony Witcher. The book was about a girl who suddenly found out that her grandfather had not only been a great alchemist but had also kept saving the world from an evil image. And it was her turn to take up his task and save all the children's dreams and fantasies from complete extinction.

I was twelve when I cracked this book open and I was completely lost in an interesting plot and breathtaking philosophy concerning Good and Evil, Creation and Destruction, Everything and Nothing. This book had a great influence on me as a writer, it encouraged me to try writing fantasy stories and made me the person that I am now.

I would advise reading this book to everyone from 8 to 11, as it is sure to be very beneficial for children's upbringing and to teach them some good things in a very interesting way.

Best regards,

Shailey

**IELTS (General Training) Writing Task 1: Opinion Letter****Sample Question**

You should spend about 20 minutes on this task.

You have just read an article in a national newspaper which claims that town centres in your country all look very similar to each other. You don't fully agree with this opinion.

Write a letter to the editor of the newspaper. In your letter

- Say which points in the article you agree with
- Explain ways in which your town centre is different from most other town centres
- Offer to give a guided tour of your town to the writer of the article.

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

**Sample Answer**

Dear Sir or Madam,

I recently read an article claiming that town centers in our country all look alike, but I would like to present a different viewpoint. While I agree that there are similarities in some aspects, it is important to acknowledge the unique qualities of my town center.

In my town center, we take pride in preserving our historical heritage, evident in the beautifully restored buildings and architectural gems. We also foster a thriving local business scene, with independent shops, boutiques, and a vibrant market that offer distinctive products and services. Additionally, our town center hosts diverse cultural events that showcase our community's traditions and talents.

To provide a firsthand experience, I extend an invitation to the writer of the article for a guided tour of my town. This tour will highlight the architectural beauty, introduce local businesses, and showcase our cultural offerings, allowing the writer to witness the individuality that sets our town center apart.

Thank you for considering my perspective, and I eagerly await the opportunity to share the uniqueness of my town center through the guided tour.

Yours sincerely,  
Sanvi