

## IELTS Writing Formal Letter

একটি letter যাকে লেখা হয়েছে তাকে আমাদের চেনা বা না চেনা এবং letter-এ বর্ণিত situation-এর ভিত্তিতে আমরা বলতে পারি, letter-টি formal নাকি informal। যেমন, a letter of complaint, applying for a new job or resigning from our existing job সবসময়ই formal। যার উদ্দেশ্যে letter-টি লেখা হয়েছে, তাকে যদি আমরা না চিনে থাকি তাহলেও letter-টি formal।

### USEFUL PHRASES

Beginning:

- I am writing this letter with regard to....
- I am writing to bring to your attention....
- I am writing to inform you that....
- I am writing to express my dissatisfaction with....

Requests & Suggestions:

- I would be grateful if you would....
- I would like you to....
- I am entitled to request that you....
- I was wondering if it would be at all possible to....
- I would like to suggest that....



Ending:

- I look forward to hearing from you.
- I look forward to receiving your response.
- I await your prompt service.
- I thank you for your consideration.
- Please respond at the earliest convenience.

NB: Formal letters-এ abbreviations/contractions ব্যবহার করা উচিত নয়।

### SAMPLE QUESTION

On a recent holiday you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter:

- describe the item you lost.
- explain how you lost it.
- tell the insurance company what you would like them to do.

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Dear Sir/Madam,

I am writing to inform you that I recently lost my digital camera while on holiday in Vietnam.

The camera is a black Canon 70D and cost \$1550 when I bought it new last month. It has a resolution of 20 megapixels, a Canon 67 millimeter lens and was in a brown leather case with my name on it.

I lost it when I was having coffee with my husband in the backpacker area of Ho Chi Minh City. I believe the coffee shop was called Highlands Coffee and it was on Pham Ngu Lao Street. We had been at the coffee shop for around 45 minutes when I noticed it was missing.

I am entitled to make a claim for the value of the above mentioned item and request that you send me details on what I need to do in order to proceed.

I look forward to hearing from you at your earliest convenience.

Yours faithfully,

Anna Smith

