

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You are due to start a new job next week but you will not be able to because you have some problems.

Write a letter to your new employer. In your letter

- *explain your situation*
- *describe your problems*
- *tell him/her when you think you can start.*

You should write at least 150 words.

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

Dear.....,