

Informal Letter

Letters written for your loved ones or friends are recognized as informal letters.

It is written differently from the formal letter. These are personal letters that cannot be used for official purposes. The informal letters are mainly written to inform you about yourself, any news, ask for apologies, or thank you for your ideal. An invitation can also be sent through these informal letters.

Informal letters can be written on many topics as these letters are personal letters to friends and family.

Some of the reasons can be those mentioned below:

A letter to invite someone on someone's birthday.

A letter to know about Grandma's health.

Letter to describe any of the incidents that happened.

A letter to congratulate someone for any success (school results, promotion, buying a new car), etc.

A note to say sorry or to say thanks as per the situation.

As personal news is infinite in the same way, the topics for writing informal letters are endless.

Format of writing an Informal Letter

A format of writing an informal letter should include the following steps:

The address of the sender should be above ✓

After that mention current date ✓

Address of the recipient ✓

Greetings ✓

Letter body ✓

Complimentary ending ✓

Sample Format:

Address (of the sender) ✓

Date ✓

Dear (name of your loved one) ✓

✓ Body of the letter

(Part 1) Asking for health and wishing best for health and life.

(Para 2) Would you please describe the reason for writing a letter to them?

(Part 3) Concluding the letter

✓ Complimentary ending

Yours lovely,

Name of sender

Informal Letter sample

Topic: Write a letter to your friend telling them how your studies are going and what you expect according to the preparation.

Sec 15B, New York, The USA.

Date: 14 Nov 2021.

Dear Smith,

Hope you are doing well, Smith? I am fine also, by the grace of God. I want to let you know how my studies are going.

Well, I am working hard on my studies. Maximum subjects prepared. But in Physics, I am facing some problems. The numerical theory based on numbers is proving difficult for me to understand and solve. I am trying my best to cope with this problem. The subject History is lacking my concentration as I feel it as a boring subject. But working on it too to make it interesting for me to learn the issue properly.

The preparation for the rest of my subjects is good enough. I am willing to get good results. I have discussed my practice and progress. Now, I wish to know about yours too. Do write me a letter in reply to this. I will wait for your reply. Give regards to the family members.

Your loving friend
John

e-TEP Writing TASK 1

Part A 15 minutes Informal writing.

Write a letter to one of your friends. 120 words

Make sure that you **inform about the three items given.**

Task: "Write a letter to one of your friends to inform about a typical wedding in Türkiye.

Give information about

- 1 -a typical wedding in Türkiye
- 2 - what gift to buy ✓
- 3 -what to wear

Dear [Friend's Name],

well.

I hope this letter finds you in great spirits. I wanted to share the vibrant and joyous experience of a typical Turkish wedding with you. The celebrations are marked by lively music, traditional dances, and delicious cuisine. It's a truly festive atmosphere that reflects the rich cultural tapestry of Türkiye.

When it comes to selecting a gift, consider items that signify good luck and prosperity, such as decorative Turkish ceramics or traditional Turkish coffee sets. Your thoughtful gesture will be much appreciated.

As for what to wear as a guest,

For attire, opt for semi-formal or formal clothing, keeping in mind the conservative customs. Women often wear colorful dresses, while men opt for suits.

I hope this glimpse into Turkish wedding traditions adds a touch of excitement to your day. Looking forward to catching up soon!

Warm regards,
[Your Name]

e-TEP Writing TASK 1

Part A 15 minutes Informal writing.

Write a letter to one of your friends. 120 words

Make sure that you inform about the three items given.

Task: "Write a letter to one of your friends to invite a friend to a holiday abroad."

Give information about

-when to go ✓

-where to go ✓

-what to do ✓

Dear [Friend's Name],

I hope this letter finds you well. As the holiday season approaches, I find myself daydreaming about new adventures and unforgettable experiences. That's why I wanted to extend a special invitation to you to join me on a holiday abroad this summer. ✓

Let's escape to the breathtaking landscapes of Santorini, Greece. Picture us exploring charming villages with white-washed buildings overlooking the deep blue sea. We can indulge in delectable Greek cuisine, relax on pristine beaches, and wander through historic sites. ✓

Our itinerary could include a visit to the iconic Oia sunset, a boat trip to volcanic islands, and perhaps some local wine tasting. I can't think of a better way to create lasting memories together.

I'm eager to share this incredible journey with you. What do you say? Let's embark on this adventure and make this holiday one to remember.

Looking forward to your enthusiastic response!

Warmest wishes,

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IELTS INFORMAL LETTERS

If you're preparing for the IELTS General Writing Task 1 and struggling with crafting informal letters, you've landed in the perfect spot. This comprehensive guide encompasses essential tips, concise examples, and a systematic approach to mastering informal letter writing.

And these are what we are going to discuss:

Informal style

Model answer

- Letter of invitation
- Letter of request
- Letter of thanks or appreciation
- Letter of suggestion

Usually we use informal letters to address family members, friends, and close colleagues.

There are 4 main types of informal letters that are given in the exam.

You'll receive only 1 of them:

- i. letter of invitation (party, dinner, celebration),
- ii. letter of request (asking questions, asking for advice, asking for help),
- iii. letter of thanks or appreciation,
- iv. letter of suggestion (suggesting ideas, plans, solutions).

✓ Informal style

The informal style of writing is close to spoken English and it's OK to use:

- informal words and expressions, such as stuff and blown away.
- contractions, such as I'm, we've.
- abbreviations, such as etc. and e.g.
- informal phrasal verbs, such as turns out.
- vague expressions, such as things and something.
- emotional responses, such as I think it's amazing.

Model answer
Task 1 example

A friend has agreed to look after your house and pet while you're on holiday. Write a letter to your friend.

In your letter:

- give contact details for when you're away
- give instructions about how to care for your pet
- describe other household duties

Write at least 150 words. You do not need to write any addresses.

Begin as follows:

Dear...

An example of a strong informal letter presented by the British Council:

Dear Carolyn,

Thank you for agreeing to house-sit for me. If you need to contact me during my holiday, I'll be staying at the Imperial Hotel in Bundaberg. (If it's urgent, however, please ring my mobile phone, which I'll keep with me at all times.) I've written the numbers on a sticky note which I've left on the fridge.

My cat needs to be fed twice daily so each morning and evening put a handful of cat biscuits in his dish. You will find these in the kitchen pantry. Also, please check throughout the day to make sure he has fresh water. You can give him a small bowl of milk in the evening.

I would like you to water my plants, too. The indoor ones in the lounge only need water once every few days but the plants on the balcony need to be watered daily unless there has been heavy rain. Finally, for security, please clear my mail box every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Yours,
Katie

An example of a strong informal letter presented by the British Council:

Dear Carolyn,

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I would like you to water my plants, too. The indoor ones in the lounge only need water once every few days but the plants on the balcony need to be watered daily unless there has been heavy rain. Finally, for security, please clear my mail box every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Yours,
Katie

Pay attention to the blue – topic-specific vocabulary, green – linkers, brown – grammatical structures.

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[IELST Writing Task 1: Informal Letter – Tips, Examples, and Structure \(smalltalk2.me\)](http://smalltalk2.me)

TIPS on Linkers:

Use at least 2-3 informal or neutral cohesive devices, for example:

1. also
2. First / second / finally
3. One more thing, ...
4. Just one final thing.
5. Anyway, ... / actually, ...
6. As for ...
7. So, about ...
8. while
9. however
10. for example / such as / including

TIPS on Vocabulary:

Use informal expressions throughout your letter.

Opening statements:

1. I've been meaning to write for ages;
2. Sorry for having been out of touch for a short while;
3. I thought I'd drop you a line;
4. I wanted to update you on my ...;
5. I was so pleased to hear that ...;
6. It's been a while since we've seen each other;
7. It's been ages!! It was great to hear from you;
8. I hope you're doing well;
9. I hope you've been well;
10. I'm really happy that..;
11. How are you? I can't wait to ...;
12. As you know, ...;
13. How are you doing these days?

Closing sentences:

1. Anyway, tell me all your news and I promise not to leave it so long this time!
2. I'll finish now as I'm running out of space;
3. Please write and let me know what's new with you. Let's make a plan to see each other, OK? Please keep in touch and ...;
4. Please let me know how you are doing these days;
5. Anyway, get in touch and let's see if we can make a time;
6. Looking forward to catching up;
7. Looking forward to seeing you soon;
8. I can't wait to see you again! I'd love to have a long chat with you;
9. Hope to hear from you soon;
10. I must go now;
11. Best of luck with ..;
12. Hope it all goes well;
13. Keep in touch!

Closing phrases:

1. Speak to you soon;
2. Take care;
3. Warm wishes;
4. All the best,
5. Lots of love,
6. Yours,
7. Best wishes,
8. Best,
9. Love
10. Kindly,
11. Kind regards,

Make sure you use some informal or neutral collocations, phrasal verbs and idioms, for example:

Collocations:

1. to have fun;
2. to stay in touch;
3. to be a fan of;
4. lovely/amazing /cool vibe;
5. absolutely stunning;
6. to be honest,
7. to give a hand;
8. to keep a secret;
9. to have a chat;
10. to have a think;
11. to take a chance;
12. to get ready for

Phrasal verbs:

1. hang out,
2. get on well with,
3. get back to (me),
4. find out,
5. get away with,
6. mess around,
7. drop by,
8. pick sb/sth up,
9. turn sth down,
10. get over,
11. put up with,
12. ask out

Idioms:

1. safe and sound,
2. sick and tired,
3. be on cloud nine,
4. to be over the moon,
5. as cool as a cucumber,
6. as busy as a bee,
7. to have a whale of a time,
8. to be snowed under,
9. to give the green light,
10. to cost the earth,
11. to get out of hand,
12. to feel blue

There are 4 main types of informal letters that are given in the exam.
You'll receive only 1 of them:

- i. letter of invitation (party, dinner, celebration),
- ii. letter of request (asking questions, asking for advice, asking for help),
- iii. letter of thanks or appreciation,
- iv. letter of suggestion (suggesting ideas, plans, solutions).

I. Letter of invitation

TIPS on topic-specific vocabulary:

Opening statements:

1. I thought I'd drop you a line and see if you fancy coming over for ...
2. I want to share some exciting news with you ...
3. I'd like to invite you to ...
4. I'm writing to invite you to ...
5. I'd love it if you could come to ...
6. We're organising a ...

Closing sentences:

1. Would you like to come?
2. Hope you can come.
3. I really hope you'll be able to come over.
4. I hope you'll be able to make it.
5. It won't be the same without you.
6. Looking forward to seeing you then.
7. Please let me know as soon as possible.
8. See you then!

Other informal expressions:

1. It's been a while since we've seen each other.
2. It will also be lovely to ...
3. I would love to see you and ...
4. You shouldn't have too much trouble finding ...
5. It'll be fun.
6. I promise we'll ...
7. Take your time.
8. There's no rush.

II. Letter of request**TIPS on topic-specific vocabulary:****Opening statements:**

1. I'm writing to ask you a favour.
2. Can I ask a favour of you?
3. Could you do me a massive favour?
4. I wanted to ask if you ...
5. I thought I'd drop you a line to ask about...
6. I just wondered if ...
7. Would you mind ...?

Closing sentences:

1. Thank you for your help.
2. Many thanks.
3. Thanks for your help.
4. You're a lifesaver!
5. I really owe you one!
6. I owe you big time!

Other informal expressions:

1. Can you help me out with ...?
2. One more thing I was wondering about ...
3. One more thing I wanted to ask you about ...
4. Sorry to bombard you with so many questions.
5. Don't forget to ...
6. Please can you ...
7. ... needs to be (changed).
8. I'm really stuck here.
9. I need your support.
10. I'd love your advice.
11. What should I do?

III. Letter of thanks or appreciation**TIPS on topic-specific vocabulary:****Opening statements:**

1. I just want to thank you for...
2. Many thanks for ...
3. I really appreciate you helping me out.
4. Thanks so much for ...
5. I just wanted to write and say thank you for everything.
6. Thank you for all the...

Closing sentences:

1. Thanks again!
2. Thank you for your help once again.
3. Thanks for everything.
4. You're a lifesaver!
5. I really owe you one!
6. I owe you big time!

Other informal expressions:

1. I don't know what I'd do without you.
2. I'm so lucky to have you in my life.
3. You're such an amazing friend.
4. You have been a great friend to me.
5. You have always been there for me.
6. Thanks so much for always being around.
7. I always hoped to have a friend like you.
8. It meant a lot to me.



IV. Letter of suggestion**TIPS on topic-specific vocabulary:****Opening statements:**

1. I'm writing to give you some (travel) tips and advice.
2. I'm writing to give you some information to think about **before ...**
3. I'd be happy to help you with ...
4. Sure, I'll be happy to ...
5. Let's see if I can ...

Closing sentences:

1. **I hope this helps.**
2. Think about it and let me know.
3. **Do let me know if...**
4. **Feel free to contact me any time.**
5. Let me know if you need any more help.
6. Tell me your **final decision.**
7. I'll support you **whatever you choose** to do.
8. Let me know how it goes.

Other informal expressions:

1. I'm thinking of...
2. Why don't you...?
3. **How about ...?**
4. Have you thought about ...?
5. You should ...
6. You'd better ...
7. **It might be a good idea to ...**
8. **If I were you, I'd ...**
9. Make sure you ...
10. It's worth a try.
11. It would be so (fun) to ...

IELTS Informal Letter Topics**1. Inviting a friend**

You are studying English at a private language school attended by many international students. You are planning a surprise birthday party for a friend who has been feeling particularly sad and homesick. Write to another classmate and invite him / her to the party. In your letter:

explain the reason for the party

give the date and time of the party

suggest what the classmate could bring to the party

Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

2. Advising a friend about a holiday

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice. Write a letter to your friend. In your letter:

offer to find somewhere to stay

give advice about what to do

give information about what clothes to bring

Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

(Question taken from Instant IELTS by Guy Brook-Hart)

3. Apologizing to a friend

You borrowed an important textbook from a classmate last term. You now realize your classmate had returned home overseas and you still have the book. Write a letter to to him / her. In your letter:

apologize for the mistake

find out how important the book is to him / her

say what you will do

Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

(Question taken from Action Plan for IELTS by Vanessa Jakeman and Clare McDowell)

4. Thanking a friend for a holiday

You have recently been to stay with an old friend for a few days. You hadn't seen each other for a long time. Write a letter to the friend. In your letter:

say how you felt about the visit

refer to something enjoyable that you did while staying with him / her

invite your friend to visit you

Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

(Question taken from Action Plan for IELTS by Vanessa Jakeman and Clare McDowell)

5. Advising a friend about work

An English-speaking friend is coming to study in your town next year and has written asking for information and advice. Write a letter to your friend. In your letter:

- Offer to find a place for him / her to live
 - Give advice about how to find a part-time job
 - Give information on where he / she can learn your language
- Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.
(Question taken from Instant IELTS by Guy Brook-Hart)

6. Forgetting something at a friend's

You stayed at your friend's house when you participated in a conference in Australia. You left a briefcase with important documents in your room. Write a letter to your friend. In the letter:

- thank your friend for the stay
 - describe the briefcase
 - ask him/her to return it to you by post
- Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

7. Reminding a Friend

A year ago, you lent your favorite book to a friend who you thought would enjoy it. Unfortunately, your friend has forgotten to return it. The book has sentimental value to you as it had been presented by your grandmother. Write a letter to your friend. In the letter:

- ask how he or she is doing
 - remind him / her about the book
 - explain why you need it back
- Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

8. Congratulating a Friend

Your best friend just had her first baby. You are currently overseas but will be returning to your hometown in a week. Write to your friend. In your letter:

- congratulate your friend
 - tell her when you will be returning home
 - ask when you could drop in to meet her and the baby
- Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

9. Requesting Help

Your parents will be celebrating their 40th anniversary next month. You are planning a big celebration, but you are not sure how to make the occasion really memorable. Write to your best friend, Joan, who is a professional event planner. In your letter:

- explain why the occasion is special
 - ask for her assistance
 - set up a time to meet at your friend's convenience to discuss your plans
- Begin your letter as follows: Dear Joan,

You should write at least 150 words. You should spend about 20 minutes on this task.

10. Admitting a Mistake

You attended an old friend's wedding in another city, about 3 hours away, a week ago. It was an outdoor wedding held on a rainy day and you had taken along a rather expensive, elegant umbrella. When you returned, you were tired and went straight to bed. You had a very busy week. This weekend, when it started to rain, you realized you had the wrong umbrella. You must have taken someone else's umbrella, which was very similar to your own, when leaving the wedding reception. Write to your friend who got married. In your letter:

- congratulate him / her on the beautiful wedding
 - explain the situation
 - ask how you can return this umbrella and locate your own
- Begin your letter as follows: Dear Joan _____

You should write at least 150 words. You should spend about 20 minutes on this task.

This section presents a list of common IELTS General Writing Task 1 - Informal Letter questions. If you want to prepare for the IELTS Writing Test, these questions are a must study.

Question 1

You are having a party and want to invite your friend from a different city.

Write a letter to your friend. In your letter:

Describe why you are having the party

Give directions on how to get to the venue

Suggest how you can accommodate him/her

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Model Essay

Dear Ben,

I hope you're well. I'm writing to invite you to a party I'll be having next Friday, December 17th.

I'm not sure if you've heard the news, but I proposed to my girlfriend Sally last week. This is a very exciting time in our lives, and we'd like to formally celebrate the engagement with our family and friends. Not only will it be a fun gathering, but we'll all be able to catch up and spend some time together.

Since the guest list is quite extensive, we've decided to have the party at "Le Chalet" restaurant in Pittsboro. If you'll be coming from your city, though, it would be best to take Highway South for 30 miles, and then take the "Steeltown 19A" exit. The restaurant is about 100 feet from the exit on the left-hand side.

Given the fact that the weather forecast is calling for a snowstorm next Friday, we've blocked off a few rooms at the hotel next to the restaurant. Having said that, I would be happy to pay for your room, since you'd be traveling quite a bit in order to celebrate with us.

I hope you'll be able to join us for the festivities!

Sincerely,

Michael

Word Count: 204

Transition words are highlighted in red

Advanced grammar structures are highlighted in green

Topic vocabulary are highlighted in blue

Dear Ben,

I hope you're well. I'm writing to invite you to a party I'll be having next Friday, December 17th.

I'm not sure if you've heard the news, but I proposed to my girlfriend Sally last week. This is a very exciting time in our lives, and we'd like to formally celebrate the engagement with our family and friends. Not only will it be a fun gathering, but we'll all be able to catch up and spend some time together.

Since the guest list is quite extensive, we've decided to have the party at "Le Chalet" restaurant in Pittsboro. If you'll be coming from your city, though, it would be best to take Highway South for 30 miles, and then take the "Steeltown 19A" exit. The restaurant is about 100 feet from the exit on the left-hand side.

Given the fact that the weather forecast is calling for a snowstorm next Friday, we've blocked off a few rooms at the hotel next to the restaurant. Having said that, I would be happy to pay for your room, since you'd be traveling quite a bit in order to celebrate with us.

I hope you'll be able to join us for the festivities!

Sincerely,

Question 2**Your friend's dog has recently passed away.**

Write a letter to console your friend. In your letter:

Express your sympathy

Include memories you have about the dog

Invite your friend to do something with you

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Model Essay

Transition words are highlighted in red

Advanced grammar structures are highlighted in green

Topic vocabulary are highlighted in blue

Dear Erin,

I would like to express my deepest condolences to you and your husband, Jack.

I was heartbroken to hear of Dexter's passing, and I cannot imagine what you and Jack must be going through at this time. Dexter was more than a dog; he was a member of the family, a playful friend, and a best friend in times of need.

I am a staunch believer in celebrating positive memories and reflecting on joyous times when overcoming a difficult situation. Lately, I've been thinking about the moment when I first met Dexter at your housewarming party ten years ago. He acted so warmly towards all of the new people, always let my children play with him, and showed a steadfast, gentle temperament.

I understand that this is a difficult time, so please know that I am available if you need a shoulder to cry on or someone to talk to. If you're free next weekend, I would love to take you and Jack out for a coffee or go for a relaxing hike in the park.

I'm sending you a big hug. Please let me know if you need anything.

Your friend always,

Tessa

Question 3:

You recently took a long vacation. In your absence, a friend did you a huge favor.

Write a letter thanking your friend. In your letter:

Explain what the favor was

Describe how this favor helped you

Offer compensation

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 4:

Your friend invited you to his/her birthday party, but you are unable to attend.

Write a letter apologizing for your absence. In your letter:

State why you cannot go

Explain your reason for not contacting your friend sooner

Suggest another time to meet

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 5:

A friend of yours is going on holiday soon and has asked you to recommend a destination.

Write a letter to your friend. In your letter:

Recommend a good place for a holiday that you have visited

Describe where you stayed and what you can do there

Provide one negative aspect about the destination

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 6:

You are moving to a new city for work and have just realized that an old friend lives in the city.

Write a letter to your friend. In your letter:

Ask them for advice in finding accommodation

Tell them where you would like to live

Tell them the type of place you are looking for

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 7:

You play a team sport with some friends. Last week a member of the team had an accident and wasn't able to play with you

Write a letter to your friend. In your letter:

Tell him which team won

Describe the weather conditions that day

Say how you felt about the match

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 8:

One of your friends has asked you to be a partner in his new business.

Write a letter to your friend. In your letter:

Give your opinion of your friend's business idea

Tell him whether or not you have decided to accept the offer

Explain your reasons for this decision

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mark,

Question 9:

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

Ask your friend to send you a particular photograph
Explain why you need that particular photograph
Tell your friend what happened to your copy of it
Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Brendan,

Question 10:

You are going on holiday and have just remembered that your aunt lives in one of the cities you will be visiting.

Write a letter to your aunt. In your letter:

Tell her about your holiday plans
Ask if you can stay with her for a portion of the trip
Explain how you will make it up to her
Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Aunt Sally,

Question 11:

You and a friend have both been accepted to a study abroad program in Paris, France.

Write a letter to your friend. In your letter:

Congratulate him/her for also being accepted
Ask him/her if he/she would like to be your roommate
Discuss possible activities that the two of you could do together
Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 12:

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice.

Write a letter to your friend. In your letter:

Offer to find somewhere to stay

Give advice about what to do

Give information about what clothes to bring

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sally,

Question 13:

You have recently started work in a new company.

Write a letter to your friend. In your letter:

Explain why you changed jobs

Describe your new job

Tell him/her your other news

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 14:

You have recently moved to a different city.

Write a letter to your friend. In your letter:

Explain why you decided to move to a different city

Describe the new city and accommodation

Ask your friend to arrange a visit

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,

Question 15:

You have been busy with your studies for the past month and haven't had time to visit your family.

Write a letter to your grandmother. In your letter:

Apologize for not getting in touch with her sooner

Explain why you have been so busy

Arrange a time to visit

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Grandmother,

Question 16:

Last weekend, your cousin celebrated her 50th birthday, but you couldn't attend and you forgot to cancel.

Write a letter to your cousin. In your letter:

Apologize for missing the birthday celebration

Explain why you missed it and why you hadn't let her know

Describe how you will make it up to her

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear ____,