

VISAPICK IELTS 6 Course

Sample Letters

WRITING TASK 1

You should spend about 20 minutes on this task.

You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

Write a letter to the restaurant manager. In your letter

- *give details of your visit to the restaurant*
- *explain the reason for the celebration*
- *say what was good about the food and the service*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Dear Sir/ Madam,

I am writing this letter to express my gratitude for the great food and service your restaurant has recently offered us.

My friends and I visited your restaurant last Wednesday at about 7 pm. It was our first visit, and we were really impressed by the beautiful decoration and the fantastic music right from the beginning.

It was my birthday and my friends had planned to surprise me. They were looking for a good restaurant near our office, and a colleague had highly recommended yours.

We were really happy with both, the food and the service. We ordered appetizers, main courses, desserts and several drinks, and they were all the best we could expect. Not only the high quality of food but also its presentation was really awesome. About servers, they were all quick and extremely friendly. The moment we called them, they appeared at our table with a warm smile on their faces and took our orders. They were really lovely and polite.

Once again, I would like to thank you for the beautiful night you made for us last week at your restaurant.

By Leila Fardin



VISAPICK IELTS 6 Course

Sample Letters

Yours faithfully,
Leila Fardin

192 words

WRITING TASK 1

You should spend about 20 minutes on this task.

You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to this friend. In your letter

- *give details of your study plans*
- *explain why you want to get a part-time job*
- *suggest how your friend could help you find a job*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Dear Inga,

I have a piece of great news for you! I finally got admitted to Melbourne University! Yes, that's true, and I'm flying to Melbourne in June. Imagine! We are going to visit each other very soon!

As you know, I had applied for a PhD position in Linguistics and finally got it! I'm going to start in July, and it is a 4-year full fund program. You know my dream was to study at Melbourne University, and it eventually came true in my favorite field of interest.

As I said, the program is a full fund PhD, and I'll be paid around 1200 dollars fortnightly; however, as you know, I'm not into sharing accommodation and want to rent my private one. As a result, it seems I'll have to get a part-time job as well.

By Leila Fardin



VISAPICK IELTS 6 Course

Sample Letters

You've been living in Melbourne for about ten years now and also have the experience of working during your studies. I was wondering if you could help me get a job? I've thought about a part-time job in a supermarket or retail store. How can I find the vacant positions and apply for them before I arrive?

I'm looking forward to hearing from you.

Best wishes,

Leila

205 words