

**\*\*Template Example for IELTS General Writing Task 1: Informal Letter\*\***

[Your Address]

[City, Postcode]

[Date]

Dear [Friend's Name],

I hope this letter finds you well. I wanted to write to you to [reason for writing, e.g., catch up, share some news, ask for advice].

Firstly, [include a personal update or anecdote related to the reason for writing]. It has been quite [describe your feelings or experiences briefly].

Additionally, I wanted to [mention any other points, like an invitation or a request]. I think it would be great to [suggest a plan or activity].

Please give my regards to [mention any mutual friends or family members].

I look forward to hearing back from you soon.

Take care and write soon!

Best,

[Your Name]

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**\*\*Template Example for IELTS General Writing Task 1: Formal Letter\*\***

[Your Address]

[City, Postcode]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, Postcode]

Dear [Recipient's Name/To Whom It May Concern],

I am writing to [state the purpose of your letter, e.g., express my concern, request information, etc.].

[In the next paragraph, provide more details about the matter at hand, including any relevant information that supports your request or complaint.]

I would appreciate it if you could [specify what action you are hoping for or any information you need].

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Name]