

## IELTS General Writing Task 1, Lesson 5: useful phrases

Here are the phrases shown in the video lesson. I've added ideas (in blue) so that you can see how each phrase is used in a full sentence. **Note:** the phrases are not related to each other; each one is just a separate example.

### INFORMAL LETTERS

#### Beginning:

- I hope you're well.
- I hope this letter finds you well.
- I hope you enjoyed your trip to London.
- I'm just writing to let you know that we received your gift.
- I'm just writing to thank you for checking on the house while we were away.
- I just wanted to write a quick letter to tell you that we've moved house.

#### Ending:

- I hope to see you soon!
- Hope to see you then!
- Enjoy your stay / trip / holiday.
- Best of luck with your test.
- I'm sure you'll have a great time.
- Keep in touch!
- Say hello to the family!
- I look forward to catching up with you soon.

#### Thanking someone:

- I'm just writing to thank you for all the help that you've given me over the last year.
- I can't thank you enough for everything that you've done.
- Thank you so much for letting us stay in the apartment. It was really kind of you.

#### Requesting (asking for something):

- I hope you don't mind me asking, but could you possibly give me a hand this weekend?
- I'd be really grateful if you could pop in to check on the house while we're away.
- I'm just writing to ask whether you could look after my cat for a few days.
- It would be great if you could help us with this.

#### Making a suggestion:

- I was wondering if you would like to come on holiday with us.
- Why don't we meet for lunch next week?
- Why don't you stay over at our house while you're here?
- You're more than welcome to sleep in the spare room.
- And don't forget to check out that new restaurant that I told you about.

### **Problems / excuses:**

- I'd love to accept your invitation, but unfortunately I'll be away that weekend.
- I'm afraid I won't be able to come to your birthday party.
- Sorry I didn't write to you earlier, but I've been really busy at work recently.
- This is why I didn't have time to call you.

### **Saying sorry:**

- Sorry I didn't write to you earlier.
- I'm so sorry that I wasn't able to be there on your special day.
- I really hope you'll forgive me for forgetting that it was your birthday last Sunday.
- By way of an apology, I'd like to take you both out for lunch.

## **FORMAL LETTERS**

### **Beginning:**

- I am writing with regard to a product that I recently purchased from your store.
- I am writing to request that you refund my payment.
- I am writing to thank you for your support over the course of the last year.
- I am writing to inform you that I have decided to resign from my post.
- I am writing to inform you of my decision to accept an offer from a company in London.
- I am writing to complain about the condition of the local park.
- I am writing to bring to your attention the increasing number of accidents on ..... street.

### **Ending:**

- On behalf of all of my colleagues, I would like to thank you for providing such a professional service.
- Thank you for your help and support.
- I look forward to receiving your response.
- I await your prompt response.
- I hope that you will address these concerns as soon as possible.
- Please let me know if you require any further information.
- I hope that my request does not cause you any inconvenience.

### **Thanking someone:**

- I am writing to thank you for making our stay at your hotel such an enjoyable one.
- I am grateful for all the support that you have given me during my time working here.
- We would all like to thank you for organising such a wonderful event.

### **Requesting (asking for something):**

- I have decided that I would like to [cancel my subscription to your magazine](#).
- I would therefore ask that you [send all post to my new address](#).
- I would also like to you [contact me by phone when you receive this letter](#).
- I was wondering if it would be possible for me to [rejoin the course next year](#).
- I would be extremely grateful if you could [send the item before the end of the week](#).
- I would like to request that you [contact me by email](#).
- I would appreciate it if you could [replace the damaged item free of charge](#).

### **Making a suggestion:**

- I would like to suggest that you [look into this issue further](#).
- Another solution would be to [improve the signage in your hotel](#).
- As the mistake was caused by your company, I hope that you will [reimburse the taxi fare that I paid](#).

### **Complaining about a problem:**

- I am writing to complain about [the way that I was treated by a member of your staff](#).
- I would like to express my dissatisfaction with [an item that I bought in your shop](#).
- I was extremely disappointed with [the assistance that I received when I contacted you](#).
- Unfortunately, [there were no other free rooms](#).
- As a result of this error, I was unable to [attend an important meeting](#).
- The issue that most concerns me is [the danger that this presents to children](#).
- I hope that you will address these concerns as soon as possible.

### **Apologising (saying sorry):**

- I would like to apologise for [my late arrival at Friday's conference](#).
- Please accept my sincere apologies.

*Try using the phrases above to make your own sentences.*

*You can read more sample letters by going through the lessons on [this page](#) of my blog.*