

IELTS Informal Letter Sample

You want to sell your television. You think a friend of yours might like to buy it from you. Write a letter to your friend.

In your letter:

- Explain why you are selling the television.
 - Describe the television.
 - Suggest a date when your friend can come and see it.
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Write at least 150 words

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

Begin your letter as follows:

Dear.....,

Model Answer

Dear Gary,

Hope you are doing well.

I'm doing fine, though my life is quite hectic at the moment because, as you know, I am moving abroad and there is so much to do!

There are a few things that I can't take with me because they are too big so I am seeing if any of my friends would be interested in buying them. One of the things I do not want to take with me is my television, and I thought you might like to buy it off me for a cheap price.

It's a 32" flat screen TV, and it's a Phillips model. It has a USB port so you can just plug in a thumb drive to watch movies or listen to music. It has great stereo surround sound.

As you know, I'm leaving the country at the end of the month, which is only two weeks away. So if you want to see it, it would be best to come on 20th or 21st. That will give me time to sell it elsewhere if you are not interested.

Ok, I look forward to seeing you. Let me know if you can't make it.

All the best,

John.

(202 Words)

Comments

Overall it is a good answer meeting all the requirements.

The IELTS letter addresses the three key points in the task about the television – why it's being sold (paragraphs 1 and 2), it's description (paragraph 3), and some possible dates (paragraph 4).

It is clearly organized with each key point being addressed in a separate paragraph.

*The tone is appropriate – informal as it is being sent to a friend (**Hope you are doing well..., so much to do!..., All the best...**).*

*There is also evidence of the ability to use a mix of complex sentence structures correctly (**though my life..., because..., that I can't..., if any of my friends..., which is only..., as you know...**), and correct usage of modality (**can't..., would..., might..., will...**).*