

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.