

## IELTS General Training: Writing Task 1

### Letter of Request/Inquiry (Informal)

You should spend about 20 minutes on this task.

*You are going away on a short trip. You want your friend to look after your home while you are away.*

*Write a letter to your friend. In your letter,*

- *say where you are going*
- *describe your home*
- *explain some of the things your friend must do while you are away*

**Write at least 150 words**

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

Dear Mary

How are you? Hope you are keeping well. Just a quick note to ask you if you can do me a huge favor.

At the end of the month, I'm going to Ireland for my sister's wedding. She's finally marrying John after a 9-year engagement. I'll be gone for 5 days and I was hoping you could look after my place while I'm away.

I know you haven't been to my place yet so, I'll text you the location. It's the new block of flats on Elm Street, number 12A. It's a one-bedroom place and the kitchen is well stocked with food and drink. Help yourself to anything and you're most welcome to stay.

The main reason I'm asking for your help is my cat, Felix, needs looking after. His food is in the fridge and he's properly house trained and friendly. You don't even need to let him out at night.

Give me a call and let me know what you think.

All the best  
Sarah

**168 words**