

IELTS General Training - Task 1: Request Letters (Samples)

Sample 1: Formal Request (Band 9 Model)

Dear Mr. Harris,

I am writing to request a few days of annual leave next month. I would like to take time off from March 10th to March 14th in order to attend my sister's wedding, which will take place abroad.

I have ensured that all my current projects will be completed before my leave begins, and I have arranged for my colleague, James Miller, to handle any urgent matters in my absence. Please let me know if you need any additional information or documents to process my request.

I would greatly appreciate your approval of this leave.

Yours sincerely,
Rebecca Collins

Sample 2: Informal Request (Band 9 Model)

Hi Anna,

I hope you're doing well. I'm writing to ask if I could borrow your camera for a few days next week. I'll be attending a short photography course, and having a professional camera like yours would really help me practice better.

I promise to take great care of it and return it to you by Friday. Please let me know if it's okay with you, or if there's a specific day that works best for pickup.

Thanks so much in advance!

Best,
Tom