

CEFR SUCCESS



By Doniyor Aslanov



CEFR LETTER WRITING

I. The basic format of a letter

- 1. Greeting or salutation:** In the actual test, you are requested to address *Dear Sir or Madam*, not a specific name.
- 2. Introduction:** This part is intended to get the recipient to want to continue reading, and to give the recipient an idea as to why you are writing. This can all go in one paragraph.
- 3. Body:** This is the longest part of the letter which contains the main points. Change paragraphs and indent each time you change the point you are writing about.
- 4. Conclusion:** This is when you wrap the letter up politely in an appropriate style or tone.
- 5. Closing:** You should choose an exit expression which lines up with the heading, for example *Yours faithfully / sincerely* (formal); *Best wishes, All the best* (personal).

II. Six 'C' in letter writing

You should generally apply the following principles called six 'C' when writing a letter.

- 1. Be clear:** Have a definite purpose when writing, and make sure it is clearly communicated. Leave nothing unexplained or glossed over.
- 2. Be correct:** Check that all your information is accurate and relevant. Double-check your spelling, punctuation and grammar. Proofread it before you send it.
- 3. Be complete:** Include all the necessary facts and background information to support the message you are communicating. Answer all the questions in your letter.
- 4. Be concise:** Be clear and to the point. Once you have written what needs writing, stop writing it. Do not repeat what has been mentioned.
- 5. Be courteous:** Use a courteous and respectful tone in the letter. Courtesy is vital for communications, especially when you consider that you are likely to be asking the recipient for something.
- 6. Be considerate:** Keep your reader's needs and feelings in mind as you write.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

UNIT 1. THANK-YOU LETTERS

What to include in a thank-you letter:

- 1. Greeting.** Starting with *Dear Sir or Madam* (as usually asked in the instruction). Note that after *Madam*, you need a comma.
- 2. Introduction.** Stating the purpose of your letter; that is, why you are writing.
- 3. Body.** Briefly describing or retelling what the person has done for you. Expressing your sincere thanks and recommending what you would like to do for him / her in return. For example, you may reaffirm your gratitude or restate the compliment, suggest possible future action, and close with either an expression of thanks or an indication of your intention to continue contact.
- 4. Closing.** Closing the letter with *Yours faithfully* (only the first word is capitalised) or *Regards* if you start the letter with *Dear Sir or Madam*, with *Yours sincerely* or *Sincerely yours* if you start with a specific name of the recipient. You do not need to sign your name in this task.

Tips for writing a thank-you letter

1. Stick to the point.
2. Be sincere.
3. Make your letter stand out: Be specific and include details of the event.
4. End the letter on a positive note: Closing depends on the type of thank-you letters.

Note that everyone loves a cheerful letter that says you appreciate their kindness. People respond positively to thank-you letters that express kind thoughts and warm feelings.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.

You are a commuter. One morning on your way to work you suddenly fell ill and lost your consciousness. One gentleman on the same bus sent you to a hospital. Write a letter to the company where the gentleman works to extend your gratefulness.

You should write at least 150 words.

You do NOT need to write your address.

Begin your letter as follows:

Dear Sir or Madam,

Dear Sir or Madam,

I am writing this letter to extend my sincere thanks to Mr. Baker, the cashier of your company.

I am a commuter and every day I take bus Route 133 to work. Last Friday morning when the bus almost reached the stop where I was to get off, I suddenly felt dizzy and then I lost my consciousness. When I came to, I found myself in St. Mary's Hospital, attended by my wife. The doctor told me it was Mr. Baker who had sent me to the hospital and informed my wife of my condition. Mr. Baker happened to be on the same bus, but I have never met him.

My wife and I were very much grateful to Mr. Baker for his kindness. Please forward my heartfelt thankfulness to him. We feel very much proud of your company for having such a good employee. If Mr. Baker was late for work that day, I'd like to compensate you.

I do hope that your company would reward Mr. Baker for his noble deeds.

Yours faithfully,

Larry Smith (182 words)

Analysing this sample letter

Examining this sample letter, you can see that it includes the four main parts mentioned above.

1. Greeting: It begins with *Dear Sir or Madam* (as asked in the instruction). A comma is put after *Madam*.

2. Introduction: The writer states the reason why he is writing.

3. Body: He states the incident which happened to him. Then, he expresses his thanks to Mr. Baker and his suggestion to the company (that is to say, to reward Mr. Baker).

4. Closing: He ends the letter with an appropriate closing and an exit expression. (His name and signature are not necessarily shown)

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

1. Commonly-used statements in a thank-you letter

I am writing this letter to thank you for ...
How considerate and wonderful of you to remember my birthday.
I will cherish this memory forever.
I was thrilled and excited when I...
This letter is to express my thanks and appreciation for ...
This is to thank you for ...
My wife and I want to thank you for ...
I repeat my thanks, in which my wife joins me.
Please accept my thanks for ...
I appreciate very much for your thoughtfulness.
Again with my thanks for your hospitality.
I lack words with which to express my gratitude to you.
I am much obliged to you for your timely help.
I am writing these few lines to express my sincere thanks, not only to yourself but to ... as well.
Please have no hesitation in writing to me should you want me to do something for you in
Your party last weekend was the best yet.
If you need anything in your study, please let me know.
I hope you will give me the chance to return your kindness.

2. Commonly-used words & expressions in a thank-you letter

accept	friendly	pay tribute to reward
express	heartfelt	to be in danger to have a heart
generous	lose one's way	attack
ill	praise	perfect
admire	show	satisfy
extend	to have a car accident	to be proud of touch
grateful	volunteer	wound
kind	embalm hospitable heartfelt	rescue
appreciate	thanks noble	sincere

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

UNIT 2. REQUEST LETTERS

What to include in a request letter:

1. Greeting

2. Introduction. Stating your purpose of writing and mentioning the related issue.

3. Body. Pointing out the reason or cause of your request.

4. Conclusion. Stating your request and thanking the person who is in charge of dealing with your request.

5. Closing and signature. Request letters can be a very effective way of accomplishing what you need. It is not what you request, but how.

Tips for writing an effective request letter

Be particularly courteous and tactful when writing this kind of letter, as requests are generally an imposition on reader's time and / or resources or talents. Put the reader at ease, and help him or her feel that responding will not be burdensome.

- Be brief.
- Be confident and persuasive. Be assertive but not overbearing.
- Be straightforward, and include as much detail as necessary to clearly convey your request.
- Make only reasonable requests.
- Express your willingness to reciprocate the kindness or favour.
- Invite the person to contact you if he or she has any questions or concerns, and thank him or her for taking the time to consider your request.
- Make it easy for the person to respond - tell him or her exactly what can be done to accommodate your request, and do everything within your power so that the request can be granted (e.g. if you are asking for a letter of recommendation, include your resume or a list of accomplishments and a stamped, addressed envelope).

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.

The English Department has decided to hold a speech contest in late December, but your classmates find that it is too near the final examination. Write to the Dean of the department to suggest a change of the time.

You should write at least 150 words.

You do NOT need to write your address.

Begin your letter as follows:

Dear Sir or Madam.

Dear Sir or Madam,

We are students of Class 99-1. We're glad that the department is to hold an English speech contest. We are sure it is of great help to our oral English and all of us want to take part in it.

We've noticed that the time of the contest is on 27th of December. What troubles us is the time of the contest. As you know, according to the school schedule of this term, the final examination is to begin on Jan. 10. We all wish to do excellently in both, but we are afraid that it will be very difficult for us to prepare for the examination and the contest at the same time. As a result, we would spend less time on the preparation of the contest.

Considering the outcome of the contest, we suggest that it be postponed to the next term, preferably in the first few weeks. We suggest so because, generally speaking, we have more free time in that period of time.

Thank you for your attention.

Yours faithfully,

All of Class 99-1 (181 words)

Analysing this sample letter

Below are the main parts of this letter:

1. After a brief self-introduction, the writer refers to the related issue: an English speech contest is going to be held by the English Department.
2. The next part is why the class is making a request: the time of the contest and that of the final examination are very close to each other, which can affect the students' performance in both events.
3. Next, a request is frankly given.
4. Last, the writer thanks the recipient for taking the time to consider the request.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

1. Commonly-used statements in a request letter

I would like to suggest (that) you (should)...

May I suggest that...

Considering ..., I propose that ... e.g. Considering the high cost of the construction, I propose that we should stop the plan. Concerning this matter, my proposal is ...

On behalf of I suggest ...

What I want to suggest is ...

My suggestion is that...

In my opinion, I would say ...

I propose they should ...

If you had better ... e.g. If you go to Australia now, you had better bring some warm clothes with you.

2. Commonly-used words and expressions in a request letter

advice	advise	arrange	concern
condition	consequently	consider	for the sake of
improve	in case	in my opinion	keep doing
matter	out of the question	postpone	prefer
prevent	propose	provide sb with sth	rearrange
regard	reply	revise	schedule
stop smoking	suggest	unreasonable	unsatisfactory
wish			

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: **+ 998 94 633 32 30** Telegram Channel: **@FunEnglishwithme**

UNIT 3. APPLICATION LETTERS

Application letters include applying for a position, an appointment, a course or others (a visa, an extension on a deadline, a loan, a credit card, etc.).

What to include in an application letter:

1. Specifically stating what it is that you are applying for or interested in applying for.
2. Identifying the reason that you are applying. Be as specific as possible.
3. Giving the reasons for which you feel you merit or qualify for the position or object/ thing you are applying for, if applicable (e.g. your goals, experience, qualifications or accomplishments, positive traits, and so forth).
4. Identifying what you hope to accomplish by sending your letter, and the action you would like the recipient to take.
5. Indicating the date by which you would like a response to your letter, or by which you would like the action to be taken.

Tips for writing an effective application letter

1. Refer to any other documentation you have enclosed with your letter, such as application or other forms (letters of recommendation, resume, examples of your work, etc.).
2. Include a request for any information you would like to be sent, if applicable.
3. Include your contact information, such as e-mail address or phone number where you can most easily be reached and the time(s) when you are available for calls, etc.
4. Close your letter by sincerely thanking the person for his/her time or for any assistance he/she can give you.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.

You have been teaching English in Vietnam. Your contract with the university is to terminate and you want to continue teaching in Ho Chi Minh City.

Write to a university to seek a position.

You should write at least 150 words.

You do NOT need to write your address.

Begin your letter as follows:

Dear Sir or Madam,

Dear Sir or Madam,

Perhaps there is a teaching position for me in your department.

My name is John Powel. I am an Australian currently teaching English as an expert at Ho Chi Minh City University of Technology. It is my intention to work in Vietnam for another year or two, and so I am writing to you about the possibility of teaching at your university for the coming academic year (September 2010 - July 2011).

I have been teaching conversational English to doctoral candidates and giving lectures to undergraduate students. Apart from classroom teaching, I also coached the school debating team that won the third place in the contest organised by Oxford Language School, 2008. This coming semester I will be teaching conversational English and international trade in the Management Department.

I would certainly be interested in hearing from you and wish to have an appointment for an interview. For your convenience I enclose my resume.

I look forward to hearing from you and wish you a happy new year.

Regards,

John Powel (175 words)

Analysing this sample letter

Below are the main parts of this letter:

1. Stating the purpose of writing: applying for a teaching position
2. Self-introducing, and then applying for the job
3. Stating the current job, teaching experience, and accomplishments
4. Expressing hope for an interview
5. Indicating the date by which a response is expected

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

1. Commonly-used statements in an application letter

1. You have heard about the job openings from an advertisement.

I would like to apply for the post of male secretary as advertised in today's *Thanh Nien News*.
I should like to apply for the position (of a clerk) mentioned in your advertisement in *Thanh Nien News* of August 12.

Learning from Mr. John Smith that you are looking for a sales manager, I should like to apply for the position.

In applying for the position of sales manager, I offer my qualifications, which I believe will meet your exacting requirements.

Your advertisement in this morning's *Post* for a sales manager prompts me to offer you my qualifications for this position.

2. You have on your own tried applying for the job.

Perhaps there is a position in your esteemed company for an experienced and conscientious secretary.

Shall you need an experienced desk clerk for your hotel next summer?

Like many young men, I am looking for a position. I want to get started, at the bottom, perhaps, but started.

3. You mention why you are eligible for the job position, and list your skills and abilities to increase the employer's curiosity.

I am 25 years of age, and have had two years' experience in my present post.

I am just leaving school, and am eighteen years old.

I am a graduate of Oxford University, and have recently completed the business course at Harvard University.

I am a graduate of Birmingham University, and have in addition the MA degree from UCLA.

I have been in the business for the last ten years and worked as the superintendent in the personnel department.

I am a good accountant and I am good at bookkeeping by double entry.

I am a good accountant and have a thorough knowledge of the English language.

I have a fair knowledge of shorthand, and can write ninety words per minute.

4. You mention your resume or other documentation attached.

Enclosed please find a resume and a photo.

I enclose a resume and a list of my publications.

5. You indicate your expected salary.

The salary I should require would be 1,000 USD per month as a start.

As regard salary, I leave it to you to decide after experience of my capacity.

I hesitate to state a definite salary, but, as long as you have requested me to, I should consider ... a month satisfactory.

Although it is difficult for me to say what compensation I should deserve, I should consider ... a month a fair initial salary.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

6. You explain why you have decided to leave your present job.

The only reason why I am leaving the present position is to gain more experience in a law office. I left the firm on account of the discontinuance of the business.

My reason for leaving my present employment is simply that I see no chance of advancement.

My reason for leaving my present employer is that I am desirous of getting broader experience in trading.

7. You indicate what you are hoping (directly asking for an interview, telling about your availability).

I hope that you will be kind enough to consider my application favourably.

Should you think favourably of my application, kindly grant me an interview.

I should like to enter your university, to take such courses as teaching methodology, applied linguistics and comparative literature.

I am now writing to apply for admission to the XXX department of your university. I would appreciate it very much if you could ...

Your prompt response would be appreciated.

If my application has convinced you of my ability, I should welcome the opportunity to talk with you, so that you may judge my personal qualifications further.

2. Commonly-used words and expressions in an application letter

accountant	bookkeeping	response
commencing	cooperate	render one's service
salary	enclose	postgraduate
desirous	handle	responsible
experience	offer one's service	trust
Master's degree	credit	qualify
apply	enterprise	scholarship
commission	inform	undergraduate
employ	PhD degree	senior clerk
graduate	recommend	
obtain	position	

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

UNIT 4. COMPLAINT LETTERS

What to include in a complaint letter:

A complaint letter should contain enough details so that the recipient does not have to write back requesting more. In addition, legal action is not normally threatened in the first letter of complaint unless the situation is very serious.

Letters of complaint usually include the following parts:

- 1. Background.** This part describes the situation which you are making a complaint.
- 2. Problem.** This part points out cause and effect.
 - describing your problem and the outcome you want, focusing on the main details.
 - including key dates, such as when you purchased the goods or services and when the problem occurred.
- 3. Solution.** You identify what you want for your complaint to be solved.
- 4. Warning (optional).** You give a reasonable timetable for action to be taken before you will consider other options.
- 5. Closing.**
 - asking for a response within a reasonable time - for example two weeks or 10 business days.
 - attaching a copy of any supporting relevant documentation such as a receipt or an invoice.

Tips for writing an effective complaint letter

- 1.** Address your letter to a specific person. Letters addressed to Dear Sir or Madam or To Whom It May Concern are not so effective, and will likely not reach the right person. Call ahead and ask for the name of the manager and his/her administrative assistant. Writing to the assistant may ensure your letter reaches the manager.
- 2.** The tone of complaint letters should not be aggressive or insulting.
- 3.** A complaint letter is short and to the point and includes documentation.
- 4.** Type your letter if possible. If it is handwritten, make sure it is neat and easy to read.
- 5.** Include all documents regarding your problem. Be sure to send copies, not originals.
- 6.** Keep a copy of the letter for your records.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.

You have bought a washing machine. First you found that the machine did not work properly, and you had it changed. Then you found that the new one seriously entangled the clothes.

Write to the manager of the company to complain about it.

You should write at least 150 words.

You do NOT need to write your address.

Begin your letter as follows:

Dear Sir or Madam,

Dear Sir or Madam,

On June 17, 2010, I purchased a washing machine (Sodina ZB55-608) from your company. A few weeks ago I found that while working it turned to only one side. A technician of your factory tried to fix it but failed and I asked you to change it for a new one. Now I'm afraid that I have to ask you to change it again.

This one turns to both sides all right, but it entangles the clothes so seriously that when it automatically begins to spin the water out, the machine would often shake madly and stop by itself. In the instruction booklet you have not mentioned this defect, neither have you told the user how to solve the problem. I am quite annoyed by the fact that sometimes when I came back from work to take the clothes out to dry, they were still unwashed.

Please change a new one that does not entangle the clothes.

I hope you will resolve the matter to our satisfaction.

Yours faithfully,

Larry Smith (177 words)

Analysing this sample letter

The main parts of this letter are:

1. The writer includes all important facts about his purchase: when and where he purchased the washing machine. He also mentions when he discovered the problems and what they were.
2. Next, he outlines the steps he has already taken to get the problems fixed.
3. Then, he states exactly what he wants done about the problems: changing a new washing machine for him.
4. Last, he finishes his letter with a respectful tone by asking the recipient for his specific action.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

1. Commonly-used statements in a complaint letter

I'm sorry to inform you that ...
I am writing to place a complaint against ...
I feel very puzzled that...
I was shocked at...
I was shocked to see that...
It is very rude/impolite for ... to ...
I must point out that...
I have to say that...
I suggest that...
I request/am requesting that...
I would much appreciate it if you ...
Would you please give me a ...
I hope you will look into the matter and give me an immediate reply.
I look forward to ...
I request that you refund the money in full.
I think the best way to solve the problem is to replace it with a better one.
If our demand is not accepted and put in practice, we would resort to other measures.

2. Commonly-used words and expressions in a complain letter

annoy	embarrass
apologise	inconvenient
complain	inform sb of sth
defect	refund
disappoint	resolve
dissatisfy	rude
	unreasonable

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

UNIT 5. INVITATION LETTERS

What to include in an invitation letter:

Naming the event and including the date, time, and place. If the event has a special purpose, such as honouring someone or celebrating an anniversary, state this.

- 1. Extending the invitation:** Indicating exactly who is invited (can someone bring a guest, a spouse, or a child?).
- 2. Including directions** or a simple map if the location may be difficult to find.
- 3. Indicating the appropriate dress:** What type of dress is appropriate or preferred.
- 4. Asking for a response by a specific date:** Indicating your phone number and deadline to reply; preceding these facts with “RSVP” (French abbreviation for “repondez s’il vous plait = please reply”).
- 5. Expressing anticipation**

Tips for writing an effective invitation letter

- The tone of an invitation should always be positive. Clever phrasing, poetry or a themed approach may be appropriate for an informal occasion, but you should express the details clearly.
- Indicate if a gift is not expected.
- Try to send your invitation letter two weeks or more in advance.

Note that the following is an invitation card, not an invitation letter:

Mr. & Mrs. Baker present their compliments to
Mr. & Mrs. Focker and request the honour of
their company at dinner on Saturday the 8th
January, 2011 at 7 p.m.

15 George Road

25th December, 2010

RSVP

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.

Mr. Jack White is a friend of yours when you studied in the UK. He is coming to Ha Noi for an international conference. You want to invite him to Ho Chi Minh City for a short visit. Write a letter to Mr. White to invite him to Ho Chi Minh City.

You should write at least 150 words.

You do NOT need to write your address.

Begin your letter as follows:

Dear Jack,

Dear Jack,

I am very glad to know that you're to take part in an international conference in Ha Noi. I sincerely invite you to come to Ho Chi Minh City to see us after the conference.

I have talked about you to my parents and they also want to see you. We have moved into a big flat with 4 bedrooms. You can stay with us when you are in Ho Chi Minh City. My parents are both retired. In case I don't have time to take you out to the scenic spots, they are willing to be your guides. My father's English is not very good, but enough for you to understand each other without difficulty. The Reunification Palace, the Notre Dame Cathedral and the Ben Thanh Market are the places you ought to see. :

Before you come, please give us a call. Our telephone number remains the same, but I think I'd better tell you once more. It is 12345678. I will welcome you at the airport.

Please do come. We look forward to your arrival.

All the best,

Thu Phan (186 words)

Analysing this sample letter

The main parts of this letter are:

1. The writer directly invites a friend named Jack to his house in Ho Chi Minh City on the occasion of Jack's attending a conference in Ha Noi.
2. He then specifies how Jack will be received by his family members, and also what tourist attractions Jack should visit.
3. He next confirms his home phone number for Jack to give his reply.
4. He last expresses his anticipation.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

1. Commonly-used statements in an invitation letter

I would like to ask you to come ...

I wonder if you would like to come ...

I would like to invite you to a dinner.

I was wondering if you could come ...

Is there any chance of your coming ...

We are planning to ...

We would be very happy if you could come ... I cordially invite you to join us.

2. Commonly-used words and expressions in an invitation letter

accommodation

at your earliest convenience

entertain

guest

interested

owing to

sight

travel and living expenses

accompany

exhibition

honour

interesting

pleasure to take the

opportunity to (do) ...

arrange

beforehand

expect

hospitality

invite

program

convenient

expertise

interest

lecture

provide

receive

travel

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: **+ 998 94 633 32 30** Telegram Channel: **@FunEnglishwithme**

UNIT 6. APOLOGY LETTERS

What to include in an invitation letter:

1. Offering your apology at the beginning of the letter.
2. Giving some explanation for what happened.
3. Focusing on what actions you are taking to rectify the problem.
4. Providing your contact detail.

Tips for writing an apology letter

1. Write an apology letter shortly after the offence.
2. Always be honest and ethical: Be honest in all your business and personal dealings. Decide to always tell the truth. Freely acknowledge what you did wrong and express sincere regret in your apology letter.
3. Accept responsibility for what you did and do not blame the other person.
4. Promise in your apology letter not to repeat your offensive action.

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: + 998 94 633 32 30 Telegram Channel: @FunEnglishwithme

Sample Letter Analysis

You should spend about 20 minutes on this task.
You have received the invitation to take part in your friend's wedding ceremony, but you will be in Canada on a business trip on that day with your boss.
Write to your friend to apologise for not being able to take part in the wedding ceremony.
You should write at least 150 words.
You do NOT need to write your address.
Begin your letter as follows:
Dear...,

Dear Jackie,

Thank you very much for inviting me to take part in your wedding ceremony on Feb. 12.

First of all, please accept my warmest and most sincere congratulations to you and Mary! But I have to ask for your forgiveness of not being able to turn up at the ceremony because on that day I will be in Canada with my boss on business. You know I have just come to this firm and I am the only secretary whose English is good enough to interpret for the boss. Therefore, I just cannot tell the boss that I won't go with him to Canada. What a pity it is to miss your wedding ceremony! What makes me feel even uneasier is that you came to my wedding last year! Well, to make up for the disappointment, I will visit you before I leave for Canada to present my greetings to you. I will give you a call beforehand.

Say hello to Mary.

Yours sincerely,

Larry Smith

Larry Smith (170 words)

Analysing this sample letter

Below are the main parts of this letter:

1. Thanking the sender for inviting him to the sender's wedding ceremony.
2. Offering an apology and explaining the reasons.
3. Suggesting a way to make up for the problem: visiting the sender before leaving for business.

1. Commonly-used statements in an apology letter

I apologise for...

I offended you quite unintentionally.

Please accept my apologies.

I terribly regret that...

Much to my regret, I cannot...

I regret to inform you of...

I regret to say that...

I am sorry that I shall not be able to ...

I know ... but I'm afraid ...

I must say sorry to you first.

I make a second apology to you.

I think you can understand me.

Would you mind changing another time? Would you please send another form to me?

I cannot... because ...

This is the reason that I...

The reason why I was late is that...

This is one of the reasons I couldn't make it.

The only reason for the delay is that ...

I hope you will accept my sincere apologies for ... Will you be good enough to excuse me for ...

2. Commonly-used words and expressions in an apology letter

accident

apology

arrival

avoid

do wrong

fail

misunderstanding pardon

regretful pay damages turn up

admit

arrange

arrive

blame

excuse

forgive

neglect duties

redress errors

reimburse for a loss

sorry

unintentionally

apologise

arrangement

ashamed

correct

expected

misunderstand

offend

regret

reason

to see to it

wrong

Get guaranteed intensive CEFR / IELTS courses with us!!!

Call and join our team now: **+ 998 94 633 32 30** Telegram Channel: **@FunEnglishwithme**