

## IELTS General Training: Writing Task 1

### Letter of Apology (Formal)

**You should spend about 20 minutes on this task.**

*You are scheduled to conduct a training course next week, but you will not be able to attend because you have some problems.*

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

- *explain your situation*
- *describe your problems*
- *suggest an alternative arrangement*

**You should write at least 150 words.**

**You do NOT need to write your own address.**

Dear Sir or Madam,

I am writing concerning the IELTS Teacher Training Workshop that I am scheduled to conduct on 12 October at the Language Department.

I regret to inform you that I have experienced some personal problems and I will not be able to conduct the workshop as scheduled.

I have recently been experiencing some minor medical problems with my right foot and upon consultation with a specialist, I have been advised to undergo a minor surgical procedure. This procedure has been scheduled for 12 October and if I do not take advantage of this, the next available appointment is after 6 months.

I realize this will be inconvenient for you and the department. However, I would like to propose an alternative date for the workshop, namely 12 November. I will have recovered sufficiently from the surgery by this time.

Please accept my sincerest apology. I look forward to hearing from you.

Yours sincerely,  
John Evans

**153 words**