

IELTS General Training: Writing Task 1

Letter of Apology (Informal)

You should spend about 20 minutes on this task.

Your friend bought a ticket for you for a sporting event, but you cannot go for some reasons.

Write a letter to your friend. In your letter,

- *apologize to your friend*
- *explain why you cannot go*
- *suggest what your friend should do with the ticket*

Write at least 150 words

You do NOT need to write any addresses

Dear Jack

Thanks a lot for thinking about me when you booked tickets for the cup final. I really appreciate it.

I'm sorry to say I can't make it to the match and I'm pretty disappointed about it. I hope you understand and accept my apology.

I can't go because my company has scheduled a team building weekend that coincides with the date of the game. We're all obliged to attend this gathering and it was booked months ago.

As for my ticket, I'll ask my cousin if he wants to buy it. She's a massive Arsenal fan and would love to go to the final. If she's not interested, I'll keep asking around until I find someone. In the meantime, you could try to get a refund for it through the ticket agent's website or you could call their customer care number.

I'm sorry I can't join you for the game. Enjoy the match!

All the best
Mike

157 words