

## IELTS General Training: Writing Task 1

### Letter of Request/Inquiry (Formal)

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

*You read an online advertisement calling for volunteers to help out at a charity fun run that will raise money for cancer research. You are interested in volunteering.*

*Write a letter to the organizing committee. In your letter,*

- *explain why you would like to volunteer*
- *ask what volunteers are required to do*
- *give your contact details*

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

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

Dear Sir/madam

I am writing to inquire about your advertisement requesting volunteers to assist at a charity fun run at Harrison Park on 22 April in aid of cancer research.

First of all, I would like to explain the reason why I am interested in volunteering. Unfortunately, last year I lost my father to cancer. Therefore, I firmly believe that cancer research is a vital service that needs financing, whether it be from the government or private sector.

I would appreciate it if you could provide me with more details about what is involved in volunteering. Specifically, what are a volunteer's duties and responsibilities and what hours are they expected to be available?

I can be contacted at any time on my mobile number or email which I have listed below. Alternatively, I can visit your office and speak with the organizing committee.

I look forward to your response.

Yours sincerely,  
Kelly Thompson

**151 words**