

Informal Letters

Write a letter to your friend from a different country. Invite him/her to a party at your home and include the following:

what the party is about

give directions on how to get to your place

suggest how to accommodate him/her

Dear [Friend's Name],

I hope you're doing well! I'm writing to invite you to a special party I'm hosting at my home. It's going to be a [type of party, e.g., birthday celebration, casual get-together, or holiday party], and I'd love for you to join in the fun. The party will be on [Date] at [Time], and we'll have music, delicious food, and plenty of games to keep everyone entertained. It's going to be a great chance to relax, catch up, and meet some new people too.

You can get to my place easily. If you're coming by public transport, take [Bus/Train Line Name] to [Nearest Stop], then it's just a 10-minute walk from there. If you're driving, follow [Street Name] and take a left at the [Landmark or Intersection], and my house is the third one on the right. I'll make sure to send you a more detailed map if needed!

Also, if you'd like to stay over, I'd be more than happy to accommodate you. You can sleep in the guest room, or if you prefer, we can set up an extra bed in the living room. I can also help you with transportation to and from the party if needed.

I really hope you can make it – it wouldn't be the same without you! Please let me know if you're free, and feel free to ask if you need any more details.

Looking forward to seeing you soon!

Best wishes,
[Your Name]

You have a friend who lives in a city abroad. You have decided that you would like to apply to do a course at one of the colleges in this city. Write to your friend explaining what you would like to do.

Tell him/her what type of work or studies you have been doing for the past few years ask for assistance in contacting an appropriate institution.

Dear [Friend's Name],

I hope you're doing well! I've been thinking about visiting [City Name] and studying there for a while, and now I've finally decided that I would like to apply for a course at one of the colleges in your city. I wanted to write to you to share my plans and ask for your help in getting started.

The course I'm interested in is [mention the field or subject, e.g., graphic design, business management, or computer science]. I've always been passionate about [related reason for choosing the course], and I feel that studying in [City Name] would offer me a great opportunity to develop my skills and gain a deeper understanding of the subject.

Over the past few years, I have been working as a [job title] at [company name], where I've gained valuable experience in [describe relevant experience or skills]. Alongside that, I've been doing some online courses related to [mention related subjects or skills you have been studying], and I believe that enrolling in a formal course will allow me to build on what I've learned and take my career to the next level.

Since you live in [City Name], I was hoping you could help me contact a suitable institution. I'm looking for a college that offers a good [mention the course or program you are interested in], and any advice you could offer about where to apply or institutions to consider would be really helpful.

I look forward to hearing from you soon and hope to catch up with you when I'm in [City Name]!

Best regards,
[Your Name]

Your neighbour keeps a pet in the garden, which causes some problems for you. You have decided to write to this neighbour about the problems. Write a letter to your neighbour. In your letter,

say who you are and why you are writing this letter

explain the problems

suggest how to solve the problems

Dear [Neighbour's Name],

I hope you're doing well. My name is [Your Name], and I live next door at [Your Address]. I am writing to you regarding a concern I have about your pet, which I understand is kept in your garden. I hope you don't mind me bringing this up, as I'm sure it's not intentional, but I've been experiencing some difficulties due to your pet's behaviour.

The main issue is that the pet, [describe the pet, e.g., a dog, a cat], has been [describe the problem, e.g., barking loudly at night, digging up parts of my garden, or leaving waste in my yard]. This has been affecting my peace and quiet, and I'm worried it might cause further damage to my garden or create an unpleasant environment for my family.

I completely understand that pets need space to play and roam, but I was hoping we could find a way to address this issue. Perhaps you could [suggest possible solutions, e.g., keep the pet indoors during certain hours, put up a fence, or make sure it's cleaned up more regularly]. I'm sure we can come to a reasonable solution that works for both of us.

Please let me know if you'd like to discuss this further. I look forward to hearing from you soon, and I hope we can resolve this issue amicably.

Thank you for your understanding.

Best regards,
[Your Name]