

Semi-Formal Letters

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter

- describe the training course you want to do**
- explain what the company could do to help you**
- say how the course will be useful for your job**

Dear [Manager's Name],

I hope you are doing well. I am writing to inform you about a training course I recently came across that I believe would be highly beneficial for my role at [Company Name]. The course, titled "[Course Name]," focuses on [briefly describe the course content, e.g., advanced project management techniques, data analysis, or marketing strategies], and it is offered by [Course Provider].

I believe this training would be extremely valuable as it covers key skills directly related to my responsibilities, including [mention specific skills that are relevant to your job, e.g., project planning, data-driven decision making, leadership techniques]. The course runs for [duration of the course], and it will be held [online/in-person], with flexible scheduling options.

To support my participation in this course, I would kindly request that the company consider covering the course fees, as well as providing some flexibility in my working hours to allow me to attend the sessions. I am happy to discuss how this training can be scheduled around my current responsibilities to ensure that there is minimal disruption to the team.

By completing this course, I will be better equipped to [mention how it will benefit your job, e.g., improve project outcomes, optimize processes, enhance team collaboration], which will ultimately contribute to achieving the company's goals. I am confident that the skills and knowledge gained will help me perform my duties more effectively and bring added value to our department.

Thank you for considering my request. I look forward to your feedback and hope to discuss this opportunity further.

Yours sincerely,
[Your Name]

For the past year, you have been a member of a local club. Now you want to discontinue your membership. Write a letter to the club secretary. In your letter

state what type of membership you have how you have paid for this

give details on how you have benefited from the club

explain why you want to leave

Dear [Secretary's Name],

I hope this letter finds you well. I am writing to inform you that I would like to discontinue my membership with [Club Name], effective [Date]. I have been a member of the club for the past year, holding a [Type of Membership, e.g., full, student, or family] membership, which I paid for annually via [method of payment, e.g., direct debit, cheque, or online payment].

During my time at the club, I have greatly appreciated the various benefits it offers, particularly the [mention specific aspects, such as social events, fitness facilities, or skill-building workshops]. These experiences have been enjoyable and have contributed to both my personal growth and social well-being. I have particularly enjoyed [mention any specific event or activity you found beneficial].

However, after careful consideration, I have decided that I will no longer be able to continue my membership. [Briefly explain the reason, e.g., due to changes in my personal commitments, relocating, or a change in interests]. I have thoroughly enjoyed my time at the club, but my current circumstances no longer allow me to fully participate.

Please let me know if there are any formalities I need to complete to finalize the cancellation of my membership. I would like to thank the club and its members for their support over the past year, and I wish the club continued success in the future.

Yours sincerely,
[Your Name]

You are going to visit New Zealand for an 'English and Homestay' program. You have just received details of your homestay host family.

Write your first letter to the family. In your letter,

introduce yourself

ask the family some questions to get information that is important to you

tell the family about your arrival date and time

Dear [Host Family's Name],

I hope this letter finds you well. My name is [Your Name], and I will be staying with your family during my upcoming "English and Homestay" program in New Zealand. I am really looking forward to meeting you and experiencing life in your home. I wanted to take this opportunity to introduce myself and share a little bit about me.

I am [Your Age] years old and come from [Your Country]. I am very excited about improving my English and learning more about New Zealand's culture and way of life. In my free time, I enjoy [mention hobbies or interests, e.g., reading, playing sports, cooking, etc.]. I would love to hear more about your family and what kind of activities you enjoy together.

To help me prepare for my stay, I have a few questions:

Are there any house rules I should know about in advance?

What kind of food do you usually eat? Is there anything I should bring or any specific foods I should avoid?

Is there anything I can bring from my home country as a gift or to share with your family?

Do you have any pets or other important details about your home that I should be aware of?

I will be arriving in New Zealand on [Arrival Date], and my flight is scheduled to land at [Arrival Time]. I will be arriving at [Airport Name], and I hope to meet you at the airport or follow any instructions you provide for my arrival.

Thank you so much for welcoming me into your home. I am excited about my time in New Zealand and the opportunity to learn from you all. I look forward to meeting you soon!

Warm regards,
[Your Name]