

General Training Writing Task 1 Sample 24:

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

You recently travelled by bus from your hometown to a different city and left some valuable in the bus.

Write a letter to a bus company saying you have left some valuable in the bus. Tell them what to do if they have found it.

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

Model Answer 1:

Dear Sir/ Madam,

I am writing this letter to inform you that, I have left a bag on your company's bus. It was last Friday, 17th of April at around 8:00 am. I boarded at Cubao Station (Bus No. CA234) and took off at Ayala Station.

I'd tried to locate the bus at Cubao Station, but I failed to do so. It is a medium size, black in colour, backpack bag with white straps and pouch in the front. It has a panda luggage tag, that shows my name and contact details. The bag contains important document and a 14-inch white laptop (Toshiba) with a black leather cover up, and you'd notice an initial AHC in the right lower part. The content of the bag is really important to me and my work, as these documents will be utilised in the project presentation I am assigned to that will be held next month.

If you have found it kindly call me at 743-9223 or do send an email at ahc@yahoo.com. I will arrange a pick-up with your company. Hence, if it is possible to be sent via a courier it will be a great help. I will make sure that I'll be the one to cover the delivery charge.

I am looking forward to hearing from you soon. Your help will be well appreciated.

Thank you very much and God Bless.

Yours Faithfully,

Ahmad Hasani