General Training Writing Task 1 Sample 8:

You should spend about 20 minutes on this task.

You are due to move into a rented apartment next month but you will not be able to because you have some problems.

Write a letter to the landlord. In your letter:

- explain your situation
- describe your problems
- tell him/her when you think you can move in

Write at least 150 words.

You do NOT need to write your own address

Model Answer 1:

Dear Sir,

I am writing to inform you that I would not be able to move into your apartment C-4 as I promised earlier. You are already aware of the fact that I have to travel around the country for my business activities. For this reason, I am staying in another city from last week.

I was expecting to finish my work at the end of this weekend. However, I would not act according to my plans as one of my clients had a minor accident and was admitted to a hospital. Doctors advised him complete bed rest for one week and strictly warned him not to take part in any business activity.

I would only meet him after one week from now, I wanted to skip the meeting but unable to do so due to numerous business works we take from this party. Therefore, I have changed my plan and will come back one week later than originally decided, which is 22nd December.

Yours faithfully
Feryal