

General Training Writing Task 1 Sample 28:

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

You are going on holiday and you would like to hire a car. One of your parties is in a wheelchair.

Write a letter to a car hire company. In your letter:

- explain the reason you need the car
- describe the type of car you need
- ask what the price is and what it includes

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

Model Answer 1:

Sir / Madam,

I am planning to organise a trip for my family to Manali during the upcoming summer holidays and for this, we want to hire a four wheeler. I am writing this letter to inquire about the availability of an 8 seater SUV within the time period of 5th to 10th May 2016.

Firstly, I would like to inform you that one of my grandparents is in a wheelchair and he is also escorting us on the trip. Hence the vehicle should be spacious enough as the comfort of the passengers is the foremost factor of consideration for us. Moreover, we have never been to Manali and we are totally unaware of the road maps. A car with GPRS facilities will be highly appreciated in this situation. And finally, I hope that there is no need to mention that we are expecting an AC drive in this hot summer season.

Please confirm the availability of the vehicle comprising of aforementioned amenities or an alternative with details, in the case of non-availability. I would be grateful if you can provide the quote for the same. Also looking forward to hearing about any concession from your side on the reservation of the car in advance with cash payment.

In anticipation to hearing from you soon.

Yours sincerely,
Amitis