

IELTS WRITING -You want to Work in the Company’s Head Office for Six Months S13GT1



IELTS WRITING TASK 1 (Request Based Letter)

You should spend about 20 minutes on this task.
Write about the following topic:

You want to Work in the Company’s Head Office for Six Months

You work for an international company, and would like to spend six months working in its head office in another country.

Write a letter to your manager. In your letter:

1. Explain why you want to work in the company's head office for six months
2. Say how your work could be done while you are away
3. Ask for his/her help in arranging it

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear.....,

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September 2, 2025
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