

IELTS WRITING – Work for an international company S11GT1



IELTS WRITING TASK 1(Request Based Letter)

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:

- 1.Describe the training course you want to do
- 2.Explain what the company could do to help you
- 3.Say how the course will be useful for your job

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

Begin your letter as follows:

Dear sir or Madam,

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