

IELTS Letter #16

Contributed by Rad Danesh
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You have just rented an unfurnished flat and a friend has told you that the Opportunity Shop in the shopping centre has cheap second-hand furniture.

Write to the shop owner describing what you need and asking whether they have these items and what they cost. You should write at least 150 words. You should spend about 20 minutes on this task. You do not need to write your own address.

model answer: Dear Sir/Madam I have just arrived from overseas and need to have some furniture for my unfurnished flat. A friend has told me that you have some cheap second-hand furniture for sale. Perhaps you can help me. I would like a kitchen table, some chairs, a double bed, as well as a single bed for a visitor, a cupboard for our clothes, and a bookcase. If you sell home appliances, I would like a microwave oven, a fridge, TV set and a CD player too. These must all be clean and the electrical items must be in good working condition with a guarantee of at least three months. I would be grateful if you could give me some prices for these items. If you do not supply electrical goods, can you recommend another shop which does? Also, could you let me know what you would charge to deliver goods to High Street. Thank you for your help. I look forward to hearing from you. Yours faithfully {mosgoogle left}