

IELTS Letter #3

Contributed by Rad Danesh
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You are organising a trip to the Snowy Mountains in New South Wales for a group of students from Perth in Western Australia.

Write to the manager of Student Hostel Services and explain when you want to visit the Snowy Mountains, how long you will stay, how many students are in your party, and what accommodation you will require.

model answer: Dear Manager of Student Hostel Services,

I am writing to seek accommodation in the Snowy Mountains for a group of students from Perth.

We expect to be in the Snowy Mountains between June 1 and June 12. There are fourteen people in our group, five men, seven women and a married couple. The five men will accept dormitory accommodation, and the women are happy to share rooms, but the married couple would like a double room.

We hope to keep our expenses as low as possible. Please tell me about recreational services in the area. The group will bring their own boots for bushwalking, but we are hoping to hire equipment for other sports, like skiing. Some of our group will want to hire geological picks and other equipment, if possible. We also need to know about access to caves and other interesting geological features in the area. I am looking forward to receiving information about the Student Hostel Services and other facilities.

Yours sincerely

Amanda Chan{mosgoogle left}