

IELTS Letter #32

Contributed by Rad Danesh
Monday, 21 May 2007

Your find that your study load is too heavy. Write a letter to your college teacher explaining why you need to withdraw from two courses. Ask if it is possible to obtain a refund. You should write at least 150 words. You should spend about 20 minutes on this task.

model answer: Dear Prof. James,

I am writing to formally request to withdraw from two courses: Introduction to Elementary Education (EDU602) and Teaching Methods (EDU 619)

The main reason for reducing my course load is that I am finding it extremely difficult to manage six courses. In the beginning of the term, I was perhaps overly optimistic about juggling both my full time studies and my part time job (20 hours/week). Because I really must work part time, I have no other choice but to decrease my course load. I am planning on taking the two courses during the summer semester, if they are available, so that I will be able to complete all the courses for the degree program by the following year.

I would also like to request a tuition refund, and hope I am not too late to receive the full reimbursement. I am sorry for any inconveniences I have caused by this change in plans. This decision was not taken lightly, and I do appreciate the kind consideration you have shown to me.

Thank you for your attention to these requests. If you have any questions, please feel free to contact me at 277-9144. I look forward to hearing from you soon.

Sincerely yours,

Jane Carter {mosgoogle left}