

IELTS Letter #39

Contributed by Rad Danesh
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You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you get home you find that you have left a bag at the hotel. You should write at least 150 words. You should spend about 20 minutes on this task.

model answer: Dear Mr. Simpson,

I stayed in your hotel on the 23rd and 24th of October. I was in Room 603. When I arrived home, I discovered that I had left one of my bags at the hotel. Could you please check your Lost and Found Department and see if my bag is there?

The bag is a small black leather, document case with a narrow strap. Inside the bag, you will find several business cards, a fountain pen, a small address book, three copies of a business proposal and a silver pocket calculator. These things are not very valuable in money terms, but they have a lot of personal value.

I would appreciate it if you could contact me as soon as possible, particularly since I need the proposals for a presentation this week. If you could send the bag to me by courier service, I would be most grateful. I have arranged to pay for the service.

Thank you for your help.

Yours sincerely,

Michael Johnson{mosgoogle left}