

IELTS Letter #44

Contributed by Rad Danesh
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You should spend about 20 minutes on this task. You would like to buy some electrical goods at a shop in a nearby town.

Write a letter to the shop and ask if they have the things you want or whether they will be able to order them. Ask what the prices are and how long they will be able to hold the goods for you. You should write at least 150 words.

You do NOT need to write your own address. Begin your letter as follows: Dear Sir,
model answer: Dear Sir,

I am writing to enquire if you have various electrical goods that I want to buy. I have tried shops in my own town but they don't have exactly what I want.

I want the new Sony DVD player, a Technics turntable and a radio with long wave capability. Do you have these items in stock or, if not, will you be able to order them soon? I also need to know what price you charge for these items. If you do have these things, would you be able to hold them for me and for how long? I am free this weekend and, if you have them, I can come over on Saturday morning to pay you and pick them up.

Please write back to me as soon as possible at the above address or call me on my mobile number (07364 957 143). I look forward to hearing from you soon.

Yours sincerely,

Peter Jervis (159 words) {mosgoogle left}