

IELTS Letter #8

Contributed by Rad Danesh
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You travelled by plane last week and your suitcase was lost.

You have still heard nothing from the airline company.

Write to the airline and explain what happened. Describe your suitcase and tell them what was in it. Find out what they are going to do about it. 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 Sirs,

I was one of the passengers who took the flight from Narita (Tokyo) to Heathrow (London) on 5 August. Unfortunately, my suitcase did not come out after the flight. Although I have explained this Mr. McDonald who was in charge at the Luggage Claim Office I have not heard from him as of now.

My suit case is grey Samsonite whose size is 10 x 95 cm. There are 3 steckers on one side and 1 heart shaped stecker on the other side. My initials "AR" are also written on both sides.

There are a few books and a copy of my thesis in that suitcase which I need for the conference on 19 August.

So I would deeply appreciate it if you could give me a prompt reply at your most convenient. My flight number, luggage claim number and address are written below.

Flight No : NH 101
Luggage Claim No : 00026
Address : 6H Silver Street
London. NW16 5AL

Yours Faithfully. {mosgoogle left}