

## IELTS Letter #9

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Tuesday, 17 April 2007  
Last Updated Friday, 18 May 2007

You are due to start a new job next week but you will not be able to because you have some problems. Write a letter to your new employer. In your letter:

- explain your situation
- describe your problems
- tell him/her when you think you can start.

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 Ms Barnes,

I am writing concerning the position of Assistant Office Manager that I am due to begin next Monday. However, a problem has arisen.

As you know, I currently work for my uncle's food-packing business, and you will remember from my interview that I have gained valuable experience there. Unfortunately, he has had to go into hospital for an operation, leaving my aunt in charge of both the home and the business. She has asked me, as this is a particularly busy time of year, to stay on and help her with the running of the office.

I realise this will be inconvenient to you, but very much hope that, given the circumstances, you would be prepared to allow me to take up my position with you two weeks later than planned.

I would like to emphasise that I remain very keen to work with you, and that I will be gaining further useful experience during this time.

I look forward to hearing from you.

Yours sincerely,

John Forbes