

IELTS Sample Letters (IELTS Writing Task 1)

General Writing Sample Task 1 #1

You should spend about 20 minutes on this task.

You are looking for a part-time job at a football club.

Write a letter to the manager of the football club. In your letter:

- **introduce yourself**
- **explain what experience and special skills you have**
- **tell him/her when you think you could start**

Write at least 150 words.

You do **NOT** need to write any addresses.

Test Tip

Remember in the IELTS Writing Task 1 (General Training) you are assessed on:

- **Task Achievement** (how well you answer the question)
- **Coherence and Cohesion** (the layout, and ordering and linking of ideas in your letter)
- **Lexical Resource** (use of appropriate vocabulary)
- **Grammatical Range and Accuracy** (the accuracy and range of the grammar you use)

Model answer

Dear Sir/Madam,

I am a 21-year-old student and I am studying Sports Coaching Science at St Mary's University. I have been studying there for the past three years. I am writing to ask if there are any part-time job vacancies at your football club.

I really enjoy sport, and my areas of particular interest and experience are Football, Rugby and Cricket. I have had some experience of coaching for these sports over the past three years that I have been at the University. Last year, I worked in the holidays at a football club in my own country. I will be able to provide references from this summer job and also from my teachers at the university.

I would prefer to work in the evenings and at the weekends, as I have classes during

the daytime, and I can start from the beginning of November.

I look forward to hearing from you in the near future.

Yours faithfully,

Adam Lawerence

(160 words)

General Writing Sample Task 1 #2

Complete the letter by filling the gaps with a word from the box below.

CV	post	department	developer
interview	experience	qualified	closing
skills	salary		

Dear Sir/Madam,

I am writing to apply for the of Software Development Manager advertised on February 9th on the University of Kent vacancy database. I have worked for the past ten years as a senior in a telecommunication company in the IT I think now is the right time to apply for a better position as I believe I have gained relevant and skills.

As you can see from my enclosed, I am a engineer and believe I have excellent technical and management My current is \$55,000 a year.

I realize that the date for applications was last Saturday, but I hope you will still consider my application. I will be available for at any time, apart from the 12 - 24 March when I have arranged a holiday in Italy.

I look forward to hearing from you soon.

Yours sincerely

John Smith

General Writing Sample Task 1 #2 Answers

Dear Sir/Madam,

post

developer

department.

experience

CV

qualified

skills.

salary

closing

interview

General Writing Sample Task 1 #3

You should spend about 20 minutes on this task.

You saw an advertisement for a tennis course in England but you have one or two problems and can't stay the whole course.

Write a letter to the course director. In your letter:

- **explain your interest in the course**
- **describe your problems**
- **find out if a refund is possible**

Write at least 150 words.

You do **NOT** need to write any addresses.

Test Tip

If you do not know the name of the person you are writing to, begin with **Dear Sir** or **Dear Sir or Madam** or **Dear Madam** and end your letter with **Yours faithfully**, followed by your full name.

Model answer

Dear Sir or Madam,

I'm writing response to your advertisement on your website a tennis course in Bath, England.

I have always wanted play tennis so I'm very interested joining the course; however, I do not have my own racquets and don't wish buy racquets at this time. Is it possible me to hire racquets and balls the duration the course? Also I have poor eyesight and have to wear glasses all the time. I would like to know if your course is suitable someone like me.

I'm afraid that I have to be back Malaysia 31st December so I am unable to stay England for the whole three weeks. Is it possible for me get a partial refund if I want leave one week before the end the course?

I'm looking forward hearing you.

Yours faithfully,

Philip Wong

(156 words)

Model answer

Dear Sir or Madam,

I'm writing **in** response to your advertisement on your website **for** a tennis course in Bath, England.

I have always wanted **to** play tennis so I'm very interested **in** joining the course; however, I do not have my own racquets and don't wish **to** buy racquets at this time. Is it possible **for** me to hire racquets and balls **for** the duration **of** the course? Also I have poor eyesight and have to wear glasses all the time. I would like to know if your course is suitable **for** someone like me.

I'm afraid that I have to be back **in** Malaysia **by** 31st December so I am unable to stay **in** England for the whole three weeks. Is it possible for me **to** get a partial refund if I want **to** leave one week before the end **of** the course?

I'm looking forward **to** hearing **from** you.

Yours faithfully,

Philip Wong

(156 words)

General Writing Sample Task 1 #4

You should spend about 20 minutes on this task.

You are due to move into a rented apartment next month but you will not be able to because you have some problems.

Write a letter to the landlord. In your letter:

- **explain your situation**
- **describe your problems**
- **tell him/her when you think you can move in**

Write at least 150 words.

You do **NOT** need to write any addresses.

Model answer

Dear Miss Berry,

As you know, I have rented 41 George Roche Road from you for six months from 15th August. However, I am afraid I will no longer be able to move in on that date, as my plans have had to change because of illness.

During the summer vacation, I was working in a company as a Project Manager. Towards the end of my shift, I slipped and fell on a wet floor and broke my wrist. Luckily, it was a clean break and didn't require surgery. However, it is my right wrist, and so I am unable to write for the time being.

At present, I am at home in Kuala Lumpur until the plaster can be taken off – I think this should be in the last week of September. I will then return to my course in Canterbury and take up residence at 41 George Roche Road.

I hope this will not cause you any difficulties.

Yours sincerely,

Rachel Yu

(164 words)

General Writing Sample Task 1 #5

Prepositions

The sample letter contains 14 gaps. Complete it by putting a preposition in each space.

Dear Mr. Peter,

Thank you for your letter of 20 September. I was very saddened your account of what happened in our hotel last month, and I am writing to express my apologies this. I can understand that you were shocked the way the receptionist behaved. There can be no excuse such behaviour and I fully understand why you felt you needed to complain the situation. I can provide no explanation the way the employee spoke to you.

As a member of Darius Hotels Group, we have a reputation being perfect looking after our customers, and I am very sorry that your experience our service did not confirm this. I intend to deal staff member appropriately and I will ensure that he does not repeat this behaviour sending him on a retraining course next week. I would like to assure you that the behaviour you encountered is not typical our staff.

As the guest service manager, I am responsible all of our employees so please accept my apologies again and this voucher worth \$100 to spend in any our hotels.

Yours sincerely,

John Norman
Guest Service Manager

General Writing Sample Task 1 #5 Answers

1. **by**
2. **for**
3. **by**
4. **for**
5. **about the**
6. **for/of**
7. **for**
8. **at**
9. **of**
10. **with**
11. **by**
12. **of**
13. **for**
14. **of**

General Writing Sample Task 1 #6

Marina has just started a new course at college and her tutor has asked her to write him a letter telling him something about herself. She has made ten mistakes in verb tenses in her letter. Find and correct them.

Dear Tutor,

I am coming to Brighton College from Singapore, where I was a student for ten years. I did already take examinations in Singapore in English, Biology, Computer and Maths. My highest score is for Computer: I got grade A.

When I was a student in Singapore I also have a part-time job in a shop. My uncle owns a supermarket and so I helped him in the evenings. I used to worked there four nights a week and I think this was very good experience for me.

At the weekends, I usually played volleyball with friends or, if the weather's bad, we have been to the theatre, which is very popular in Singapore. Because of my part-time job, I also did spend a lot of time studying at the weekend.

I didn't go to many other places. My father took me to Thailand once. Three weeks after we had returned he also went to Malaysia and took the whole family.

This is a brief description of my background.

Best wishes,

Marina

General Writing Sample Task 1 #6 Answers

Marina has just started a new course at college and her tutor has asked her to write him a letter telling him something about herself. She has made ten mistakes in verb tenses in her letter. Find and correct them.

Dear Tutor,

I **have come** to Brighton College from Singapore, where I was a student for ten years. I

have already taken examinations in Singapore in English, Biology, Computer and Maths. My highest score **was** for Computer: I got grade A.

When I was a student in Singapore I also **had** a part-time job in a shop. My uncle owns a supermarket and so I helped him in the evenings. I **worked / used to work** there four nights a week and I think this was very good experience for me.

At the weekends, I usually played volleyball with friends or, if the weather **was** bad, we **went / used to go** to the theatre, which is very popular in Singapore. Because of my part-time job, I also **spent** a lot of time studying at the weekend.

I **haven't been** to many other places. My father took me to Thailand once. Three weeks after we **returned** he also went to Malaysia and took the whole family.

This is a brief description of my background.

Best wishes,

Marina

General Writing Sample Task 1 #7

You should spend about 20 minutes on this task.

You are a student at an English language school in Brighton and are living in private accommodation with other flat mates. You have not had hot water or heating for some time. The landlord's workmen have tried to fix the problem but without success.

Write a letter to the landlord. In your letter:

- **state your reason for writing**
- **describe the problems and explain how you feel**
- **propose a solution and risk the landlord to take action**

Write at least 150 words.

You do **NOT** need to write any addresses.

Model answer

Dear Mr. Jones,

I am one of the tenants at your property in Upper Lewes Road, and am writing to complain about the fact that we do not have any hot water or heating in our house.

As you know, we have been living in this house since September and have always paid our rent on time. However, we have had no hot water for last two weeks. This is making our lives very difficult, especially as it is now the middle of winter. Last week you said you would send a workman to our house within 3 days, but no one came. After calling many times, the workman eventually arrived at the house 5 days later. Unfortunately, he said he could not fix the problem because the boiler was too old! We are now extremely unhappy about this solution.

We are prepared to continue to rent your house but please arrange for emergency repairs to be made. We also request a 40% discount on our rent for the period we have been without any hot water or heating.

We look forward to hearing from you.

Shannon Brown

(188 words)

General Writing Sample Task 1 #8

You should spend about 20 minutes on this task.

You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter

- **give details of your course and your arrival/departure date**
- **explain your accommodation needs**
- **ask for information about getting to and from the college**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

Model answer

Dear Sir/Madam,

I am writing to inform you that I will be attending the Advanced Life Insurance course, being held from Tuesday 24th April until 27rd April, at the University of Hartford.

I will be arriving on the afternoon of Monday 23th and will be leaving on the morning of Saturday the 28th of April, so I will require a single room for this time. I would prefer my own bathroom, if this is possible, but do not mind sharing if I have to; however, as I am wheelchair bound, the room will have to be disability friendly. Could you please tell me how much this will cost and how I should make a payment? Do you accept VISA?

As I do not know the area, I would also be grateful if you could provide some information about getting to and from the University. Will I need to take public transport from the station or is there a University bus service? Any information on what to see and do in the area would also be greatly appreciated.

Thank you for your assistance.

Alex Jones

(184 words)

General Writing Sample Task 1 #10

You should spend about 20 minutes on this task.

You are looking for a part-time job.

Write a letter to an employment agency. In your letter

- **introduce yourself**
- **explain what sort of job you would like**
- **and say what experience and skills you have**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Model answer

Dear Sir/Madam,

I am a German national from Heidelberg and at present I am studying for a Master's degree in Commercial Law here, at the University of Bielefeld, where I have been for the last two months.

I am looking for a part-time job and I wonder if you can help me. Probably, I would like an office job, perhaps working as a secretary, office administrator or typist. I can only work during the afternoons and at weekends as my university studies occupy most of the day. I would be ready to start immediately.

I am a competent typist and I am computer-literate. In addition, I speak Polish and German fluently and I have been learning English for the past three years. While I studied for my degree, I worked as a part-time office manager for an import-export firm in Heidelberg. In recent years, I have also had temporary summer jobs as a hotel receptionist in Mannheim, Germany.

I am looking forward to hearing from you,

Yours faithfully,
Heinrich Bukowski
(170 words)

General Writing Sample Task 1 #11

You should spend about 20 minutes on this task.

Write a letter to the accommodation officer at the college. In your letter:

- **explain your situation.**
- **describe the accommodation you require.**
- **say when you will need it.**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Ms Rose,

Complete the sample letter

Dear Ms Rose,

I am a 26-year-old farmer and agronomist Pakistan, and I have been accepted to a one-month training course at Greenmount Agricultural College starting next January.

I would be grateful You could either find me accommodation for the month or give me a list of addresses I could write to. I would like, if possible, to a room in a family house because I would like the to practice my English at the same time. I will need a room with a bed and a table that I can study there also. If, I would prefer a room near the college since I will be in Greenmount for a short time and I will not have time to learn my way around.

I will need the accommodation five weeks from 28th December to the 3rd February as I would like to arrive a few days before the course begins.

Could you also tell me how much accommodation of this kind will cost and whether the price meals.

I look forward to from you.

Yours sincerely,
Muhammad

General Writing Sample Task 1 #11 Answers

Complete the sample letter

Dear Ms Rose,

I am a 26-year-old farmer and agronomist **from** Pakistan, and I have been accepted to **do/take/complete** a one-month training course at Greenmount Agricultural College starting next January.

I would be grateful **if** You could either find me accommodation for the month or give me a list of addresses **which/that** I could write to. I would like, if possible, to **have rent/take/find** a room in a family house because I would like the **opportunity/chance** to practice my English at the same time. I will need a room with a bed and a table **so** that I can study there also. If **possible/available**, I would prefer a room near the college since I will **only** be in Greenmount for a short time and I will not have time to learn my way around.

I will need the accommodation **for** five weeks from 28th December to the 3rd February as I would like to arrive a few days before the course begins.

Could you also **please** tell me how much accommodation of this kind will cost and whether the price **include** meals.

I look forward to **hearing** from you.

Yours sincerely,
Muhammad

General Writing Sample Task 1 #12

You should spend about 20 minutes on this task.

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice.

Write a letter to your friend. In your letter:

- **offer to find somewhere to stay**
- **give advice about what to do**
- **give information about what clothes to bring**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

The sample letter contains twelve gaps. Complete it by putting a word or phrase from the box below in each space.

although	and	as	because
but	if	since	so
so that	that	when	where
which	who		

Dear Albert,

I'm delighted you are coming to Singapore next month. I think it would be great you could stay with me and my family, send you their best wishes. Otherwise, if you prefer, I can easily book you a cheap but comfortable hotel near the beach you can be more independent.

There are lots of things to do in my city. If I were you, I'd spend some days on the beach relaxing one or two days sightseeing in the city. There are several interesting museums and temples I'm sure you will enjoy. One place you

really should visit is an excellent theme park called Sentosa, you'll want to spend the whole day. Also, you ought to go to our excellent night safari, is about an hour away by bus.

You don't need to bring a lot of clothes the weather is normally warm and sunny, and of course, rainy. However, in the evening it's a bit cooler, you may need a jersey and a jacket.

Please let me know exactly you're coming I can meet you at the airport. It'll be great to see you again so we can get up-to-date with all our news!

Love
Monica

General Writing Sample Task 1 #12 Answers

Dear Albert,

I'm delighted **that** you are coming to Singapore next month. I think it would be great **if** you could stay with me and my family, **who** send you their best wishes. Otherwise, if you prefer, I can easily book you a cheap but comfortable hotel near the beach **so/so that/where** you can be more independent.

There are lots of things to do in my city. If I were you, I'd spend some days on the beach relaxing **and/before** one or two days sightseeing in the city. There are several interesting museums and temples **which/that** I'm sure you will enjoy. One place you really should visit is an excellent theme park called Sentosa, **where** you'll want to spend the whole day. Also, you ought to go to our excellent night safari, **which** is about an hour away by bus.

You don't need to bring a lot of clothes **as/because/since** the weather is normally warm and sunny, and of course, rainy. However, in the evening it's a bit cooler, **so** you may need a jersey and a jacket.

Please let me know exactly **when** you're coming **so/so that** I can meet you at the airport. It'll be great to see you again so we can get up-to-date with all our news!

Love
Monica

General Writing Sample Task 1 #13

You should spend about 20 minutes on this task.

You eat at your college cafeteria every lunchtime. However, you think it needs some improvements.

Write a letter to the college magazine. In your letter

- **explain what you like about the cafeteria**
- **say what is wrong with it**
- **suggest how it could be improved**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

The sample letter contains eight gaps. Complete it by putting a word or phrase from the box below in each space.

annoying	put right	could	should
enough	unfortunately	good idea	too hot

Dear Sir/Madam,

I normally eat lunch at the college cafeteria because it is reasonable priced, convenient and it has a friendly atmosphere.

There are, however, a number of deficiencies which I think should be

Firstly, although the staff try to keep the tables clean, there are not workers at peak times to clear their tables themselves then they have finished eating.

....., some students do not bother to do this. Also, there are a number of students who do not wait in the queue to be served, which is very for the majority of us. Finally, I think the cafeteria could have better ventilation as it gets, especially in the summer.

I think it would be a if more signs were put around the cafeteria asking students to put their dirty plates and cutlery on the trolleys provided and to throw away their leftovers and rubbish. Also, I think we tell students when they are being anti-social and jumping the queue. Finally, we please have a few windows open when things get too hot?

Yours faithfully

General Writing Sample Task 1 #13 Answers

Dear Sir/Madam,

I normally eat lunch at the college cafeteria because it is reasonable priced, convenient and it has a friendly atmosphere.

There are, however, a number of deficiencies which I think should be **put right**. Firstly, although the staff try to keep the tables clean, there are not **enough** workers at peak times to clear their tables themselves then they have finished eating.

Unfortunately, some students do not bother to do this. Also, there are a number of students who do not wait in the queue to be served, which is very **annoying** for the majority of us. Finally, I think the cafeteria could have better ventilation as it gets **too hot**, especially in the summer.

I think it would be a **good idea** if more signs were put around the cafeteria asking students to put their dirty plates and cutlery on the trolleys provided and to throw away their leftovers and rubbish. Also, I think we **should** tell students when they are being anti-social and jumping the queue. Finally, **could** we please have a few windows open when things get too hot?

Yours faithfully

General Writing Sample Task 1 #14

You should spend about 20 minutes on this task.

You have a full time job and are also doing a part time evening course. You now find that you can not continue the course.

Write a letter to your tutor. In your letter

- **describe the situation**
- **explain why you cannot continue at this time**
- **say what action you would like to take**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

Model answer

Dear Sir or Madam,

My name is Muhamad Abdul. I am taking a part-time evening course. I am having a hard time keeping up with this course. I am afraid I cannot continue the course. My problem is, I have a full-time job, from 9am – 5pm. Sometimes, I am asked to stay extra hours, to finish up the rest of the work. That is because the holidays are coming up soon. Also I have to do some work preparations for the next day.

At night when I get home, I am too tired to even prepare a dinner for myself. Also I have no time to study for this course.

I would like drop this course this quarter. Then take it again the next quarter. So, please accept my situation.

Thank you for your cooperation

Sincerely

M. Abdul

(135 words)

EXAMINER'S EXPLANATION

Band 5

"The reason for writing is very clear in this letter but it is not clear who the letter is to. The writer gives information to cover all three bullet points, but only one is well extended, and the whole response is underlength at 135 words, so it loses marks for this.

The information is organised and it is easy to follow the message. A range of linkers is used across the answer and they are generally accurate, but in some places, especially the first paragraph, sentences are not well-linked.

The range of vocabulary is sufficient for the task and there are some quite precise expressions. There are no errors in word form, but some very basic spelling errors occur. In terms of grammar, the range is rather limited with many very short sentences and few complex structures. Grammar is generally well-controlled, however, with only a few minor errors and occasional inappropriate punctuation."

General Writing Sample Task 1 #15

You should spend about 20 minutes on this task.

Your neighbours have recently written to you to complain about the noise from your house/flat.

Write a letter to your neighbours. In your letter

- **explain the reasons for the noise**
- **apologise**
- **describe what action you will take**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

Model answer

Dear James,

I was very shocked to get your letter saying that the noise from my flat has been spoiling your evenings and causing you some distress. I am really, really sorry about that. I had no idea that you would be able to hear so much, so I hope you will accept my apologies.

As you may have guessed, I am trying to refit my kitchen in the evenings when I get home from work. Unfortunately it is all getting longer than expected and I have been having problems with getting things to fit properly. This has meant a lot of banging and hammering.

As the kitchen is still not finished, I have decided to call in a professional builder who will finish the work in the next day or two. He'll work only during daytime hours, so you won't be disturbed in the evenings again, I promise.

Sorry to have caused these problems,

Bill.

(157 words)

General Writing Sample Task 1 #16

You should spend about 20 minutes on this task.

You will move to a new city for work. You know some people who live there.

- **Ask them for help finding accommodation**
- **Tell them where you would like to live**
- **Tell them the type of place you are looking for**

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 wanted to let you know that I am coming to live in (city) and I would like to ask if you can help me with a few things before I arrive and start my new job.

Do you think you could give me a hand finding somewhere to live? Ideally I would like to live close to where I am going to be working, or in the downtown district. If possible I would like to be near some shops, like a supermarket and a DVD rental place. As I really love sports it would be great to be near a park too.

I'm not too worried about the place itself. Obviously I will be looking for a flat, rather than a house, as it is just going to be me and I won't be able to afford too much. So, a place with one bedroom is fine, but I would like to have a private bathroom (not shared), a kitchen and some kind of living room. It doesn't matter if the kitchen is small, but it would be nice to have one. I would prefer to live somewhere new, so anything in a modern apartment block would be great.

Thanks for your help

(206 words)

General Writing Sample Task 1 #17

You should spend about 20 minutes on this task.

Your car is hired from a company and while you are driving on holiday, you have a small accident. You will have to write a report to the company to explain it.

In your letter:

- **when and where you hired it**
- **describe how the accident happened**
- **what kind of action did you take after the accident**

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 a recent customer of your rental company having I rented a car from your downtown outlet in Detroit. The car hired was an economy model vehicle which I rented from March 21st to the present. I would like to commend your company on their professionalism and the service offered, and as such I am sure you will handle my incident with these qualities.

Unfortunately, I had an unavoidable accident involving the aforementioned vehicle and another party. The accident was caused by the other car failing to stop at the red light of the intersection I was passing through, and as such the second party collided into the driver's side of my automobile. The police were informed in situ, whereupon they recorded information regarding the accident and the other driver's insurance details.

The police established the other driver's responsibility for the accident, and the second party's insurance company has been informed. I would like to request that a replacement vehicle be offered while my current vehicle is incapacitated. Once again, I would like to commend your company's professional attitude.

Yours sincerely

(184 words)

General Writing Sample Task 1 #18

You should spend about 20 minutes on this task.

You cannot go to a company where you got an offer. Write a letter to the HR supervisor to

- **explain the reason why you decline the offer**
- **express you gratitude**
- **explain you like your current job very much**

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 was a potential employee to whom you made a job offer. I would like to extend my thanks for such an offer, especially at such a company as yours. It is, however, with deepest regret that I must decline your generous invitation and apologize for any inconvenience I may have caused.

I appreciate immensely the interview organized by your company and the extensive effort made by all the staff involved. Their attitude was impressive and highly commendable. As such I must pass my sincerest apologies for any difficulties related to the extra work that must have been involved, and the time wasted on your behalf. Although the offer was substantial, it wasn't enough to encourage me to sever the bonds with my current employer. During my time at my present company my superiors supported me and fostered my career. In short, they made me the employee I am today.

I would like to keep the lines of communication open between our two parties, and look forward to further correspondence.

Yours sincerely

(174 words)

General Writing Sample Task 1 #19

You should spend about 20 minutes on this task.

You had a good meal in a local restaurant with your family. Write a letter to the newspaper to tell them about it, describe the meal you had, and why you think the restaurant is worth visiting.

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

To the Editor,

I am a long standing member of our local community and I am writing a recommendation to other citizens for one of our fine neighbourhood dining establishments; The Lone Star Café.

There were many impressive attributes which struck me upon my entrance, such as the décor and ambience. I particularly enjoyed the laidback attitude of the place. But for my mind it was the service along with the size and quality of the portions that was most memorable.

The service was professional yet intimate, and along with the sheer quantity of the dishes served, motivated me to pass on my recommendation. I enjoyed a steak of mammoth proportions and a giant fresh, crisp salad accompanied by a selection of appropriately selected seasonal vegetables. The piece de resistance, however, was the rich Black Forest gateau served as dessert –and all for a reasonable price.

I hope after reading this, potential customers will frequent this diner – Bon appetite.

Yours truly

(161 words)