

## IELTS General Writing Task 1 - Invitations Letter Sample

**You are organising a seminar for your company.**

**Write a letter to the manager of another department inviting them to give a presentation at the seminar. In your letter:**

**give details of the seminar**

**invite them to give a presentation and say why you are inviting them**

**say what the presentation should be about**

Dear Mr Evans,

I am writing to tell you about a training event I am organising for the morning of Tuesday 7<sup>th</sup> February.

The seminar is on the issue of safety at work. Several people in the company have been injured recently while doing their job and the management believes that this is because they are either not aware of safety procedures or do not follow them. Consequently, they feel that more training is needed.

As warehouse manager, you hold many certificates in workplace safety and I would be grateful if you would be prepared to share some of this knowledge and make a presentation during the seminar. I suggest that it should last for around 45 minutes.

The subject I would like you to talk about is manual handling. Back injuries are the most common safety issue so need a particular focus. A practical session where people can practice good lifting techniques would be ideal. If you are able to do this, please let me know what resources you would need so that I can provide them for you.

I look forward to receiving your reply.

Yours sincerely,

Jacky Spear

(191 words)