

## 丢东西后写给保险公司

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-解释信：丢东西后写给保险公司，**formal** 写作文体，共 **170** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company. In your letter describe the item you lost explain how you lost it tell the insurance company what you would like them to do

范文：

Dear Sir or Madam,

I am writing to make an insurance claim for an item that I lost while on holiday last week.

The item is a wristwatch that I inherited from my grandfather. Both the watch strap and the face are made of gold, and the watch is worth a considerable amount of money. It also has great sentimental value. I believe that I must have left the watch on the beach in front of the hotel where I was staying. I did return to search for it, but I can only assume that it was either covered in sand or that it had been washed out to sea.

I took out comprehensive travel insurance with your company, and my contract states that all lost items are covered. I would therefore ask that you review the attached information regarding the estimated value of the watch, and that you process my claim as quickly as possible.

Please let me know if you require any further information.

Yours faithfully

## 咨询信：针对租房写给房产中介

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-咨询信：针对租房写给房产中介，**formal** 写作文体，共 **157** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

You and your family are moving to another country, and you are looking for rented accommodation there. Write a letter to a property agent. In your letter  
introduce yourself and your family  
describe the type of accommodation that you hope to find  
give your preference for the location of the accommodation

### 范文：

Dear Sir or Madam,

I am writing to ask for your help finding accommodation in Australia. My name is Mark Smith, and I am married with two young children. A recent promotion at work has meant that I will soon be based in Sydney instead of London, and so we are hoping to emigrate as soon as possible.

Our plan is to find rented accommodation for at least the first year of our stay in Australia. Ideally, we would like a detached house with three or four bedrooms and a good-sized garden so that the children have somewhere to run around.

We would prefer a quiet, suburban location within easy commuting distance of the city centre. The local schools are an important consideration, and we would like to be close to shops and other amenities.

I hope you can help us with our house search, and I look forward to hearing from you.

Yours faithfully,

Mark Smith(157)

## 建议信：写给交通运输公司（formal）

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-建议信：写给交通运输公司，formal 写作文体，共 162 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

There have been some problems with public transport in your area recently. Write a letter to the manager of the transport company. In your letter  
describe the problems  
explain how these problems are affecting the public  
suggest some changes that could be made.

### 范文

Dear Sir or Madam,

I am writing to bring to your attention some issues with my local train service.

I take the Bam train from Manchester to Liverpool every morning. This week, my train has arrived at least 10 minutes late each day, and I have been unable to find a seat due to overcrowding.

Passengers are becoming increasingly frustrated. I have seen several people complain to members of your staff that the delays are making them late for work, and the overcrowding means that many of us are forced to stand in the central aisle of the train for the duration of the journey. This is extremely uncomfortable.

I would like to suggest that you run a more regular service on the Manchester to Liverpool line. Another solution would be to add an extra carriage to trains at peak times in order to provide more space.

I hope you will address these concerns as soon as possible.

Yours faithfully,

Paul Jones (162)

## 建议信：写给倡导环保活动的报纸

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-建议信：写给倡导环保活动的报纸，**formal** 写作文体，共 **153** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

Your local newspaper published an advertisement asking people to help with environment projects in your area. Write a letter to the project manager to offer your help. In your letter describe a local environmental issue that affects you explain what you would like to do to help and suggest how the problem could be avoided in future.

### 范文

Dear Sir or Madam,

I am writing with regard to your newspaper advertisement requesting volunteers for local environment projects.

The issue that most concerns me is the increasing amount of litter in the public park. Litter is both an eyesore for park users like myself and a potential threat to birds and other wildlife.

I would like to suggest a "cleanup" day on which local people would come together to pick up litter and restore the park to its former state. I would be happy to help publicise this, perhaps by making posters or handing out flyers in the town centre.

If we want to keep our park litter-free in future, more effort will need to be made to educate children about the importance of looking after our local environment. Some extra bins around the park would also be a good idea.

I look forward to receiving your response.

Yours faithfully,

Paul Jones(153)

## 建议信：写给打算关闭运动场所的当地政府

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-建议信：写给打算关闭运动场所的当地政府，**formal** 写作文体，共 **168** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

Your local council is considering closing a sports and leisure centre that it runs, in order to save money. Write a letter to the local council. In your letter  
give details of how you and your friends or family use the centre  
explain why the centre is important for the local community  
describe the possible effects on local people if the centre closes

### 范文：

Dear Sir or Madam,

I am writing with regard to the proposed closure of the town's sports and leisure centre.

First, I would like to stress how important the centre is for my own family. My wife and I both use the gym on a daily basis, and our two children attend weekly gymnastics and football clubs, which they enjoy immensely.

I also believe that the leisure centre is an integral part of the local community. It is where people go to do exercise, play sports, take part in group activities, and to socialise and make friends. It really is a social hub in the town.

If you do close the sports and leisure centre, the local residents will lose a treasured facility. As there are no other sports centres within a reasonable distance, the closure would have a detrimental effect on health and quality of life in the area.

I hope that you will take these concerns into consideration before making a decision.

Yours faithfully,

Paul Jones(168)

## 建议信：针对道路问题写给当地管委会

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-建议信：针对道路问题写给当地管委会，semi-formal 写作文体，共 154 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

There is a problem in the road outside your house. Write a letter to your local councillor. In your letter  
introduce yourself  
explain what the problem is  
tell the councillor what you would like to be done

### 范文

Dear Sir or Madam,

I am writing to bring to your attention a road maintenance issue just outside my house on North Road.

My name is Paul Jones. I have been a resident at number 20 North Road for over 10 years, and I have never had reason to complain to the council before.

Recently, a large pothole has appeared on the side of the road closest to my house. When it rains, the pothole fills with water and becomes an invisible danger to drivers. It is also an eyesore for those of us

living in the vicinity. I have called the council offices on several occasions to report the problem, but still nothing has been done.

I would like to request that you address this matter personally and ensure that it is treated as a priority by the road maintenance department.

I look forward to the problem being resolved.

Yours faithfully,

Paul Jones(154)

## 感谢信：写给朋友

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用最正统的 4 段式写作，本文主题-流程图：感谢信：写给朋友，informal 写作文体，共 158 词。苦于没有好的 g 类小作文范文烤鸭们，可以好好研读模仿。

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday. Write a letter to your friends. In your letter:  
thank them for the photos and for the holiday  
explain why you didn't write earlier

## 参考范文

Dear John and Jane,

I hope this letter finds you well. I'm just writing to thank you both for the holiday and for the photos you sent.

The photos arrived this morning in the post. They reminded me what a great time I had during my stay with you last month. You really were fantastic hosts, and I couldn't have asked for better guides to show me around.

Sorry I didn't write to you earlier, but I've been working flat out since the moment I arrived home. Do you remember I told you I had an assignment to finish? Well, the deadline was two weeks earlier than I thought it was!

Anyway, I'm back to normal now and I've handed in all of my assignments. In fact, now that I'm free, why don't you both come and stay? There's a spare room here, so you're welcome to use it whenever you like.

Hope to see you soon,

Peter

(158 words)

## 投诉信：写给商店经理

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-投诉信：写给商店经理，**formal** 写作文体，共 **175** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

You recently bought a piece of equipment for your kitchen but it did not work. You phoned

the shop but no action was taken.

Write a letter to the shop manager. In your letter

describe the problem with the equipment

explain what happened when you phoned the shop

say what you would like the manager to do

## 参考范文

Dear Sir or Madam,

I am writing with regard to an appliance that I recently bought from your shop.

On the 10th May I bought a new washing machine, and it was installed the following day. However, when I tried to wash some clothes, I noticed that the machine failed to spin during the washing cycle. Consequently, it leaves clothes wet but not clean.

When I phoned your shop to report the problem, I spoke to an assistant who did not know the procedure for repairs or returns. He assured me that he would report the issue to the store manager, and that I would be contacted the same day. That was two days ago, and I am still waiting for your call.

As the appliance is under warranty, I am entitled to ask for it to be repaired or replaced. I have decided that I would like a replacement washing machine. I would also like you to phone me personally when you receive this letter.

I await your prompt response.

Yours faithfully,

John Smith (175 words)

## 答复信：针对朋友的工作 offer

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-答复信：针对朋友的工作 offer，semi-formal 写作文体，共 162 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

One of your friends has asked you to be a partner in his new business. Write a letter to reply to your friend's offer. In your letter  
give your opinion of your friend's business idea  
tell him whether or not you have decided to accept his offer  
and explain your reasons for this decision.

### 范文

Dear John,

I hope you're well. Thanks for giving me some time to think about your business proposal.

First, let me just say that I think it would be a great idea to open a café on the high street. It definitely makes sense since there are no other cafés in the area.

Having said that, I'm afraid I'm going to have to turn your offer down. I've thought long and hard about this decision, and I just don't think it's the right time for me to get involved with a big project like this.

To be honest, I would struggle to find enough money to cover my share of the initial investment costs. Also, I don't really want to leave my current job, and I think it would be impossible for me to commit to the café project while I'm still working full-time.

Best of luck with the café. I'm sure you'll make a success of it without me!

Speak soon

Chris (162)

## 解释信：写给将要拜访的朋友(informal)

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-解释信：写给将要拜访的朋友，informal 写作文体，共 187 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

You are about to go on vacation for a month. A friend from another town will come and stay in your apartment.

Write a letter to this friend. In your letter

- explain where your friend can get the key to the apartment
- give your friend some instructions about using your apartment
- recommend some places to go

### 范文：

Dear John,

I hope you're well and looking forward to your stay at my place. I'm just writing to tell you a few things that you'll need to know.

The first thing you'll need to do is pick up the keys from one of my neighbours. Just pop round to number 10 any time after 5pm and ask for Sarah. She'll be expecting you, and she'll tell you which key is which.

If the weather gets a bit warmer, you might want to turn the heating off. Just open the cover on the boiler in the kitchen and look for the "on/off" switch. You can also open the windows using one of the keys, but please shut them if you go out.

The only other thing to tell you is that there'll be a festival in the town centre during the second week of your visit. It would definitely be worth checking out. And don't forget to go to that restaurant I told you about - it's called 'The Grill' and it's just across the street.

Enjoy your stay, and look after the flat!

See you soon

Simon(187)

## 解释信：写给航空公司(formal)

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-解释信：写给航空公司，**formal** 写作文体，共 **169** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

You missed a flight due to a problem at the airport. Write a letter to the airline. In your letter describe what happened that caused you to miss the flight explain how missing your flight affected you make it clear what you would like the airline to do.

### 范文：

Dear Sir or Madam,

I am writing with regard to a flight that I missed due to a mistake by one of your employees.

Two weeks ago I was due to catch a flight to Rome, where I intended to spend four days on holiday. Unfortunately, the attendant at the check-in desk gave me a boarding card for a different flight, and I did not notice the mistake until I arrived at the departure gate and it was too late.

As a result of the error, I was not allowed to board the flight to Rome, and this caused me great inconvenience. I had to book a new flight two days later, which meant that I missed two days of my holiday and I spent an extra 2200.

As the mistake was caused by your company, I hope that you will compensate me for the cost of the additional flight, as well as for my

taxi fares to and from the airport.

I look forward to receiving your response.

Yours faithfully,

Paul Jones

## 请求信：写给一同旅游的朋友

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-请求信：写给一同旅游的朋友，semi-formal 写作文体，共 175 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

You recently went on a trip with a friend and you both took some photographs. Write a letter to your friend. In your letter ask your friend to send you one of the photographs explain why you need that particular photograph and tell your friend what happened to your copy of it.

### 范文：

Dear Jane,

I hope you've recovered from the trip, and I hope you enjoyed it as much as I did!

I'm just writing to ask whether you could send me a copy of the photo you took of the sun setting over the mountains on the last evening. I think you took some photos of me with the sunset in the background, but there should be one that just shows the sunset.

The reason I'm after that particular photo is that I think it would look great as the screen saver on my laptop. I'm fed up with the stock image that I've got at the moment, and I was hoping to change it for something really stunning that I had taken myself.

I did take a fantastic picture of the sunset, but somehow managed to delete it on my camera. It would be great if you could email a copy to me if you have it.

Speak soon

Jim(150)

## 辞职信：写给现在的老板（formal）

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-辞职信：写给现在的老板，formal 写作文体，共 156 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

You have decided to leave your current job even though you enjoy it. Write a letter to inform your manager of your decision. In your letter tell the manager about your decision and the reason for it describe what you learnt in your current job and ask the manager to write a reference letter to help you with future employment.

### 范文

Dear Mr Smith,

I am writing to inform you Of my decision to leave Smith Industries when my Current contract comes to an end next month.

I have thoroughly enjoyed my three years here. However, I feel that now is the time for me to broaden my horizons and gain experience Of different working environments and practices Within our industry. I would also like the chance to travel more as part Of my job.

Over the course of my three years at Smith Industries, I have learnt an incredible amount. Not only am I now proficient with the key software programs that are used across the industry, but I have also learnt

valuable interpersonal skills, such as how to organise a team or delegate tasks.

I would be extremely grateful if you could provide me with a letter of reference for future employers.

Thank you for all Of your help and support.

Yours sincerely,

Paul Jones (156)

## 通告信：为聚餐而提前预约餐馆

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-通告信：为聚餐而提前预约餐馆，**semi-formal** 写作文体，共 **189** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service. Write a letter to the restaurant manager. In your letter give details of your visit to the restaurant explain the reason for the celebration say what was good about the food and the service

### 范文

Dear Sir,

I am writing to thank you and your staff for making our celebration meal so special last Friday evening.

I made a booking for ten people at very short notice on Friday, and you managed to find us a table. When we made the spontaneous decision to eat out that evening, we were amazed to find a table for such a large group, and we could not have chosen a better restaurant.

The ten of us were celebrating our university graduation. The ceremony had taken place, and my friends and I were all so relieved to have finally received our degree certificates. Nobody wanted to go home, so I suggested that we find somewhere to have dinner together.

As soon as we walked into the restaurant, we knew that we were in good hands. Your waiters were extremely friendly and obliging, and the food was delicious. We were also impressed that both you and the head chef came to check that everyone was happy with their food.

All ten of us would like to thank you for giving us such a memorable evening.

Yours faithfully,  
Paul Jones (189)

## 道歉信：爽约后写给朋友

摘要：为大家分享前考官 **simon** 演示的 9 分雅思 **g** 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-道歉信：爽约后写给朋友，**semi-formal** 写作文体，共 **168** 词。苦于没有好的 **g** 类小作文范文的烤鸭们，可以好好研读模仿。

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend. Write a letter to your friend. In your letter apologise for missing the birthday celebration explain why you missed it and why you didn't tell your friend and say what you would like to do to show that you are sorry.

### 范文：

Dear Mark,

I hope you're well and that you had a fantastic time on your birthday.

I'm so sorry that I wasn't there to celebrate with you, and for not letting you know beforehand that I wouldn't be able to come. I feel terrible that I haven't found the time to contact you until now.

The truth is that I've been under a lot of stress at work recently. I was in danger of losing my job if I didn't meet a sales target, so I haven't been able to think about anything else over the last few weeks. This is why I couldn't be at your party, and why I didn't call to tell you I wouldn't be there.

I really hope you'll forgive me for being so thoughtless, and I hope you'll let me make it up to you. By way of an apology, I've bought tickets for us both to go to the football next Saturday; I hope you'll come.

Speak to you soon,

Mike(168)

## 邀请信：搬家后写给朋友

摘要：为大家分享前考官 simon 演示的 9 分雅思 g 类小作文。考官亲笔，用他的惯用的 5 段式写作，本文主题-邀请信：搬家后写给朋友，informal 写作文体，共 154 词。苦于没有好的 g 类小作文范文的烤鸭们，可以好好研读模仿。

Write a letter on one friend to notify that you have moved to a new apartment.

1. explain the reason.
2. describe the new apartment.
3. invite your friend to visit your new apartment.

## 范文

Dear John,

I'm just writing to let you know that We moved house.

As you know, I went for an interview for a job here in London. Well, they gave me the position! It would have been impractical to travel down from Manchester every day, so we've found a house here, in a nice part of London called Greenwich.

Our new house isn't ideal. London prices are crazy, and we were only able to afford a one-bedroom flat. But on the bright side, it's on the ground floor, it's got nice big windows, and a lovely view out onto the garden.

If you ever fancy a trip to London, you're more than welcome to come and stay. It would be great to see you. From where we live, it's only a quick ride on the underground into the city centre, so we could do some sight-seeing together.

Keep in touch!

All the best

Mike(154)