A/L General English - Formal and Informal Exam Type Letters

This booklet contains common examination-type formal and informal letter questions with model answers for Advanced Level General English students.

Formal Letters (30)

1. Letter to Principal requesting leave

Question: You are unable to attend school for three days due to illness. Write a letter to your principal requesting leave.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to Principal requesting leave

I am writing regarding the above matter. You are unable to attend school for three days due to illness. Write a letter to your principal requesting leave. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

2. Letter applying for a job

Question: You saw an advertisement for an English teacher vacancy. Write a letter applying for the post.

Model Letter:

No. 25,
Temple Road,

Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter applying for a job

I am writing regarding the above matter. You saw an advertisement for an English teacher vacancy. Write a letter applying for the post. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

3. Letter to a newspaper editor

Question: Write a letter to the editor about increasing road accidents in your town.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to a newspaper editor

I am writing regarding the above matter. Write a letter to the editor about increasing road accidents in your town. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

4. Complaint letter to a company

Question: You bought a faulty mobile phone. Write a complaint letter to the company.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Complaint letter to a company

I am writing regarding the above matter. You bought a faulty mobile phone. Write a complaint letter to the company. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

5. Letter requesting information

Question: Write to a university requesting details about an English diploma course.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,

ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting information

I am writing regarding the above matter. Write to a university requesting details about an English diploma course. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

6. Letter to a bank manager

Question: Write a letter requesting a new ATM card.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to a bank manager

I am writing regarding the above matter. Write a letter requesting a new ATM card. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

7. Letter placing an order

Question: Write a letter to a bookshop ordering English grammar books.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter placing an order

I am writing regarding the above matter. Write a letter to a bookshop ordering English grammar books. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

8. Letter cancelling an order

Question: Write a letter cancelling a previous order due to late delivery.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter cancelling an order

I am writing regarding the above matter. Write a letter cancelling a previous order due to late delivery. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

9. Letter of apology

Question: Write a formal apology letter to your teacher for damaging school property.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter of apology

I am writing regarding the above matter. Write a formal apology letter to your teacher for damaging school property. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

10. Letter inviting a chief guest

Question: Invite a famous writer to be the chief guest at your school event.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter inviting a chief guest

I am writing regarding the above matter. Invite a famous writer to be the chief guest at your school event. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

11. Letter requesting sponsorship

Question: Write to a company requesting sponsorship for a school sports meet.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting sponsorship

I am writing regarding the above matter. Write to a company requesting sponsorship for a school sports meet. I kindly request your attention and assistance. I would appreciate a

favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

12. Letter to municipal council

Question: Write a letter requesting proper garbage disposal in your area.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to municipal council

I am writing regarding the above matter. Write a letter requesting proper garbage disposal in your area. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

13. Letter requesting permission

Question: Request permission from the principal to organize an English Day.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting permission

I am writing regarding the above matter. Request permission from the principal to organize an English Day. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

14. Letter of appreciation

Question: Write a letter thanking a donor for helping your school library.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter of appreciation

I am writing regarding the above matter. Write a letter thanking a donor for helping your school library. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

15. Letter to police

Question: Report a lost national identity card to the police.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to police

I am writing regarding the above matter. Report a lost national identity card to the police. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

16. Letter to electricity board

Question: Complain about frequent power cuts in your area.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to electricity board

I am writing regarding the above matter. Complain about frequent power cuts in your area. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

17. Letter requesting transfer

Question: Request a transfer to another school due to family reasons.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting transfer

I am writing regarding the above matter. Request a transfer to another school due to family reasons. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

18. Letter to hotel manager

Question: Complain about poor service during your hotel stay.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to hotel manager

I am writing regarding the above matter. Complain about poor service during your hotel stay. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

19. Letter to airline

Question: Complain about lost luggage during a flight.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to airline

I am writing regarding the above matter. Complain about lost luggage during a flight. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

20. Letter requesting scholarship

Question: Apply for a scholarship due to financial difficulties.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting scholarship

I am writing regarding the above matter. Apply for a scholarship due to financial difficulties. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

21. Letter to librarian

Question: Request new English novels for the school library.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to librarian

I am writing regarding the above matter. Request new English novels for the school library. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

22. Letter to local authority

Question: Request repairs to damaged roads in your village.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to local authority

I am writing regarding the above matter. Request repairs to damaged roads in your village. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

23. Letter resigning from a job

Question: Write a resignation letter to your employer.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter resigning from a job

I am writing regarding the above matter. Write a resignation letter to your employer. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

24. Letter accepting an invitation

Question: Accept an invitation to attend a seminar.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,

Colombo.

Dear Sir/Madam,

Subject: Letter accepting an invitation

I am writing regarding the above matter. Accept an invitation to attend a seminar. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

25. Letter declining an invitation

Question: Politely decline a wedding invitation due to exams.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter declining an invitation

I am writing regarding the above matter. Politely decline a wedding invitation due to exams. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

26. Letter to a supplier

Question: Request replacement of damaged goods received.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to a supplier

I am writing regarding the above matter. Request replacement of damaged goods received. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

27. Letter requesting extension

Question: Request an extension for assignment submission.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter requesting extension

I am writing regarding the above matter. Request an extension for assignment submission. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

28. Letter to internet provider

Question: Complain about poor internet connection.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to internet provider

I am writing regarding the above matter. Complain about poor internet connection. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

29. Letter to a doctor

Question: Request a medical appointment.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to a doctor

I am writing regarding the above matter. Request a medical appointment. I kindly request your attention and assistance. I would appreciate a favorable response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

30. Letter to event organizer

Question: Request details about participation in a competition.

Model Letter:

No. 25,
Temple Road,
Colombo 05.

22 May 2026

The Relevant Officer,
ABC Institution,
Colombo.

Dear Sir/Madam,

Subject: Letter to event organizer

I am writing regarding the above matter. Request details about participation in a competition. I kindly request your attention and assistance. I would appreciate a favorable

response at your earliest convenience.

Thank you.

Yours faithfully,
A. Student

Informal Letters (15)

1. Letter to a friend about exam preparation

Question: Write a letter to your friend explaining how you prepare for exams.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Write a letter to your friend explaining how you prepare for exams. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

2. Letter inviting a friend

Question: Invite your friend to your birthday party.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Invite your friend to your birthday party. I wanted

to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

3. Letter congratulating a friend

Question: Congratulate your friend on winning a competition.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Congratulate your friend on winning a competition. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

4. Letter thanking a relative

Question: Thank your uncle for the birthday gift.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Thank your uncle for the birthday gift. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you

soon.

Take care.

Yours lovingly,
A. Student

5. Letter advising a friend

Question: Advise your friend on improving English speaking skills.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Advise your friend on improving English speaking skills. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

6. Letter describing a trip

Question: Describe your recent trip to Kandy to a friend.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Describe your recent trip to Kandy to a friend. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

7. Letter expressing sympathy

Question: Write a sympathy letter to a friend who lost a pet.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Write a sympathy letter to a friend who lost a pet. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

8. Letter apologizing to a friend

Question: Apologize for missing your friend's function.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Apologize for missing your friend's function. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

9. Letter sharing good news

Question: Tell your cousin about your exam success.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Tell your cousin about your exam success. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

10. Letter requesting help

Question: Ask your friend for help with mathematics.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Ask your friend for help with mathematics. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

11. Letter describing a new school

Question: Describe your new school to a friend.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Describe your new school to a friend. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

12. Letter about hobbies

Question: Write to your pen pal about your hobbies.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Write to your pen pal about your hobbies. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

13. Letter giving advice

Question: Advise your younger brother on time management.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Advise your younger brother on time management. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

14. Letter inviting for holidays

Question: Invite your cousin to spend holidays with you.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Invite your cousin to spend holidays with you. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student

15. Letter describing a memorable event

Question: Describe a memorable school event to your friend.

Model Letter:

No. 12,
Lake Road,
Galle.

22 May 2026

Dear Friend,

How are you? I hope you are doing well. Describe a memorable school event to your friend. I wanted to share my thoughts and experiences with you. I am looking forward to hearing from you soon.

Take care.

Yours lovingly,
A. Student