

2015

IELTS General Writing Task 1 – Closing Statements

The-IELTS.com General Writing Task 1

In IELTS letter writing, you need to end the letter with a good closing sentence as abrupt ending of the letter may attract penalty. In this book, I have mentioned some good closing statements for formal/ semi-formal and informal letters.

IELTS General Writing Task 1 – Closing Statements

Formal/ Semi-formal letters:

- I look forward to hearing from you soon.
- I look forward to hearing from you at the earliest.
- If you require any further information, feel free to contact me.
- I look forward to your reply.
- Please advice as necessary.
- Should you need any further information, please do not hesitate to contact me.
- Once again, I apologise for any inconvenience caused.
- I hope that my request will not inconvenience you too much.
- I would appreciate your time and attention to this matter.
- I hope this matter will receive your immediate attention.
- Thank you for your kindness and consideration.
- Thank you for your attention to this request.
- Thank you in advance for straightening out this matter.
- My deepest sympathies are with you and your family.
- I appreciate you swift resolution to this problem.
- I would like to once again express my gratitude.

Informal letters:

- Write back soon.
- Write back and tell me about yourself soon.
- Hope to see you and your family soon.
- I hope we can find the time to see each other soon.

IELTS General Writing Task 1 – Closing Statements

- Take care and say hello to everyone.
- Just drop me a line as soon as you can.
- Please write back as soon as you can.
- Take care and say hi to everyone.
- Keep in touch!