



Karatak Online Language Institute

Center of IELTS Writing Correction

You have just moved into a new home and are planning to **hold** a party. You are worried that the noise may disturb your neighbour. Write a letter to your neighbour. In your letter

- introduce yourself
- describe your plans for the party
- invite your neighbour to come
(Informal Letter)

Dear Mr Smith,

(%%%)

I am Jason Roberts, writing this letter to express my concern about a party that I am going to **hold** **throw** at the weekend.

~~I am one of your neighbours, I live upstairs and my husband and I have just moved in to the flat No. 322. here and resided.~~ As you may remember, we met each other at the parking area and had a ~~friendly small talk~~ **small friendly-** talk two days ago.

Our 5th anniversary is on the coming Sunday for which we are supposed to have a great celebration with family and close friends. So far as, our gatherings are always somehow crowded and noisy, I am worried the noise vexes you and disturbs your peace. For this, I would like to beg your pardon in advance.

~~I should mention that, the following Sunday is our 5th anniversary and we planning to have a great celebration with family and close friends. Due to the fact that our gatherings are always pretty chaotic and crowded, I am worried that the noise from my flat will bother and disturb your peace. I hope you accept my apology in advanced.~~

~~We would be really happy and satisfied, if you admitted my invitation and attended this party-~~

It would definitely be our pleasure to welcome you at our party and spend that night together. By the way the gathering starts from 9:00 pm.

~~I am looking forward to meeting you soon.~~

Looking forward to hearing from you.

~~Yours sincerely,~~

Bests,

Jason Roberts

Hold a party = throw a party = have a party = let a party = give a party