

Sample Test: 11

CELPIP Writing Sample Test Task 1: Writing an Email

Read the following information.

You and your friends are planning to go to Dubai on vacation. You have to arrange the best hotel therefore, you want the detail of the hotel room and other available facilities in the hotel.

Write an email to the Uber support department in about 150-200 words. Your email should do the following things:

- Request him to provide the details of the hotel
- Write about the type of room and any special needs or requests such as a smoking or nonsmoking room

Sample Answer

Dear Manager,

I am Logan from India, I and three of our friends have planned for a vacation to Dubai for a week starting from the 28th of December 2019 to the 2nd of January 2020.

We are trying to explore various options for our stay in Dubai during the above said period. We came across your hotel and really excited to see the rating and feedback from your esteemed customers.

We need two rooms with double bedroom accommodation which would fit into four people. It is should be non-smoking rooms as we are Teetotalers altogether. There are few other requirements to be done like the arrangement of a cab for our sightseeing and Airport pick up and drop at the time of our stay.

I appreciate it if you could respond with all the details of our questions and any offers you could facilitate us. Expecting your mail at the earliest to plan our travel in a structured way. Please stay connected through the mentioned number +91-94430 17223 for further queries.

Thanks,

Sincerely yours,

Logan

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O García



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