

# 5 Additional Task 1 Templates:

## 1. Complaint

**Prompt: You purchased a product that did not function as expected. Write a complaint email requesting a refund or replacement.**

Intro:

I am writing to draw your attention to an issue with ...

The purpose of this email is to formally express concern regarding ...

Body 1:

With regard to the issue, it is important to note that ...

It has been quite disappointing to encounter ...

Body 2:

Considering the expectations associated with your brand, ...

For instance, the product was promoted as ...

Body 3:

Undoubtedly, resolving this matter promptly would help maintain ...

I would appreciate it if a refund or replacement could be arranged to ...

Conclusion:

I would be grateful for your timely response to this matter.

Thank you for your attention and cooperation.

**Suggested Words and Phrases:**

**defective, substandard, reimbursement, reliability, brand reputation, customer satisfaction**

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## 2. Job Application

**Prompt: Write an email applying for the position of Marketing Manager at a company.**

Intro:

I am writing to formally express my interest in the position of ...  
This email serves as my application for the role of ...

Body 1:

In terms of my background, I bring over [X years] of experience in ...  
My professional strengths include leading campaigns, strengthening brand presence, and ...

Body 2:

Considering your organization's focus on [specific value or objective], I am confident that ...  
For example, in a previous role, I successfully improved [specific metric] by [percentage or amount] ...

Body 3:

Undoubtedly, my skills and experience closely align with the expectations of this role.  
I would welcome the opportunity to contribute to your team and further discuss how I can ...

Conclusion:

Thank you for taking the time to review my application.  
I would be pleased to provide additional information or references upon request.

Suggested Words and Phrases:

proactive, innovative strategies, data driven, dynamic approach, performance metrics, synergy, alignment

Let's make your results shine!

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### 3. Request

**Prompt: Write an email to your manager requesting approval to attend a professional development workshop.**

Intro:

I am writing to formally request authorization to attend ...  
I would like to seek your approval for my participation in ...

Body 1:

From a professional standpoint, this workshop is highly relevant to ...  
The program is specifically designed to develop competencies in ...

Body 2:

In light of our team's current priorities of [specific objective], this training would enable me to ...  
Furthermore, the workshop covers advanced modules on [specific skills], which are directly applicable to ...

Body 3:

Without a doubt, attending this workshop would contribute to both my professional advancement and the team's overall effectiveness.  
I would greatly appreciate your consideration and support for this development opportunity.

Conclusion:

Thank you for your time and consideration.  
I look forward to your feedback at your convenience.

Suggested Words and Phrases:

professional growth, skills enhancement, efficiency improvement, organizational alignment, long-term value

Let's make your results shine!

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## 4. Apology

**Prompt: Write an email apologizing to a client for a delayed response to their inquiry.**

Intro:

I am writing to offer my sincere apologies regarding ...

Please allow me to express my regret for the inconvenience caused by ...

Body 1:

With reference to the delay, this occurred due to ...

I fully acknowledge that this situation may have caused inconvenience or concern.

Body 2:

Despite the circumstances, I would like to assure you that ...

To address this matter, immediate steps have been taken to ...

Body 3:

Without question, prompt and transparent communication remains a key priority for us.

I truly appreciate your patience and understanding while this matter is being resolved.

Conclusion:

Thank you for allowing us the opportunity to address this issue.

Please feel free to contact me should you require any further assistance.

Suggested Words and Phrases:

regret, corrective action, transparency, accountability, timely communication, reassurance, client trust

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## 5. Invitation

**Prompt: Write an email inviting a colleague to an upcoming business networking event.**

Intro:

I would like to extend a formal invitation to ...

I am pleased to invite you to attend ...

Body 1:

In terms of event arrangements, it is scheduled for [date] at [venue] ...

The program will include [key features such as expert talks, panel discussions, or networking sessions] ...

Body 2:

Considering your professional background in [field or industry], this event offers an excellent opportunity to ...

In particular, the sessions focusing on [specific topic] are likely to be of interest.

Body 3:

Without a doubt, your participation would greatly enrich the overall discussion.

I sincerely hope you will be able to join us and take advantage of this occasion.

Conclusion:

Thank you for taking the time to consider this invitation.

Please let me know if you would like additional details or wish to confirm your attendance.

Suggested Words and Phrases:

networking opportunities, professional collaboration, industry insights, keynote sessions, RSVP, career development

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