

LETTER WRITING

Past-paper questions and model answers

This teaching handout compiles the Pearson Level 1 writing tasks supplied by the user. Model answers are original teaching examples, not official Pearson responses. Where fewer than five genuine questions were available, clearly labelled Pearson-style practice tasks have been added.

How to use this handout

Read each exam-style task first and plan your own answer. Then compare your work with the model response. Notice the format, paragraphing, tone, detail and how every bullet point is covered.

Exam reminder: Pearson Level 1 Writing assesses spelling, punctuation and grammar as well as how clearly and appropriately you communicate for purpose and audience.

Practice 1 - Pearson past paper

Source: Past Paper 3 - Task 2

Information

A new shopping centre in Kingsbay is recruiting for shop assistants, admin/IT, catering, security, building maintenance, childcare and management trainee roles.

Writing Task

Write a letter to Ashley Sanchez applying for a job.

In your writing, you should:

- say which job you are applying for and why
- explain why your skills and personal qualities make you suitable for this job

You should aim to write about 150 to 200 words.

(15 marks)

MODEL ANSWER

24 Green Road
Kingsbay KB1 4AA

Ashley Sanchez
Kingsbay Centre
Kingsbay KB2 9GB

20 September 2026

Dear Ms Sanchez,

I am writing to apply for the part-time shop assistant position at the new Kingsbay shopping centre. I am interested in this role because I enjoy working with people and would like to develop my customer service experience.

I currently volunteer in a charity shop two afternoons a week. My duties include greeting customers, arranging displays, checking prices and using the till under supervision. This experience has taught me to remain calm when the shop is busy and to communicate clearly with different people. I am reliable, punctual and willing to learn new tasks.

I also speak two languages, which could be useful when helping customers from different backgrounds. I work well in a team, but I am confident completing tasks independently when required.

I would welcome the opportunity to discuss my application at an interview. Thank you for considering me for the position.

Yours sincerely,
Sara Malik

Model answer word count: 164 words | **Target:** 150 to 200 words

Practice 2 - Pearson past paper

Source: Past Paper 5 - Task 1

Information

The Town Council wants residents' views about their local area and possible improvements.

Writing Task

Write a letter to Jayesh Parmar at the Town Council giving your views on your area.

In your writing, you should:

- describe what you like about your area
- say what you dislike about your area
- explain the improvements you would like to see

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

18 Park View
Greenborough GB2 3LT

Jayesh Parmar
Head of Planning, Town Council
The Square
Greenborough GB1 5TS

20 September 2026

Dear Mr Parmar,

I am writing in response to the Council's request for residents' views about Greenborough. I have lived here for six years and believe the area has many strengths, although several improvements would make it better.

I particularly like the local park, library and small independent shops. The area is generally friendly, and the bus service into the town centre is useful. However, traffic has become much heavier during the morning and evening rush hours. There is also litter around the shopping parade, and the park needs more lighting in winter.

I would like the Council to introduce safer pedestrian crossings near the school and consider a cycle lane on the main road. More litter bins and regular cleaning would improve the shopping area. In addition, better lighting and a few more benches in the park would make it safer and more comfortable for families and older residents.

These changes would improve both safety and quality of life. I hope the Council will consider them when planning future work in the area.

I would appreciate the opportunity to hear your response and hope my suggestions can be considered carefully.

Yours sincerely,
Farah Khan

Model answer word count: 214 words | **Target:** 200 to 250 words

Practice 3 - Pearson-style practice created for teaching

Source: Pearson-style practice - formal complaint letter

Information

Your local leisure centre has recently changed its timetable. Evening swimming sessions have been reduced, prices have increased and several changing rooms are out of order.

Writing Task

Write a letter to the leisure centre manager giving your views about the changes.

In your writing, you should:

- describe the changes that are causing problems
- explain how the changes affect customers
- suggest improvements you would like to see

You should aim to write about 200 to 250 words.

(21 marks)

MODEL ANSWER

42 Oak Street
Riverton RV4 6PL

Leisure Centre Manager
Riverton Leisure Centre
Main Road
Riverton RV1 2AB

20 September 2026

Dear Sir or Madam,

I am writing to express my concern about recent changes at Riverton Leisure Centre. I have been a member for more than two years and usually swim after work three times a week.

The number of evening swimming sessions has recently been reduced, while membership prices have increased. This means that the remaining sessions are extremely crowded. In addition, several changing rooms have been closed for repairs for weeks, so customers often have to wait before they can change.

These problems make it difficult for people who work during the day to use the centre. I understand that repairs may take time, but members should receive clear information about when the facilities will reopen.

I would like the centre to restore at least two evening swimming sessions and complete the changing-room repairs as soon as possible. I also suggest offering a temporary discount until the full service is available again.

I hope you will consider these suggestions and let members know what action you plan to take.

I would appreciate the opportunity to hear your response and hope my suggestions can be considered carefully.

Yours faithfully,
Daniel Green

Model answer word count: 209 words | **Target:** 200 to 250 words

Practice 4 - Pearson-style practice created for teaching

Source: Pearson-style practice - request letter

Information

Your community centre is planning new evening classes. You would like it to offer a beginners' computer course.

Writing Task

Write a letter to the community centre manager suggesting a new computer course.

In your writing, you should:

- explain why the course is needed
- describe what the course should include

You should aim to write about 150 to 200 words.

(15 marks)

MODEL ANSWER

7 Meadow Close
Westford WF3 8RT

Community Centre Manager
Westford Community Centre

High Street
Westford WF1 1AA

20 September 2026

Dear Sir or Madam,

I am writing to suggest that the community centre offers a beginners' computer course in the evening. Many local residents need basic digital skills for work, study and everyday tasks, but some people do not feel confident using a computer.

I think the course should cover practical topics such as sending emails, creating simple documents, using online forms and staying safe on the internet. It would also be useful to explain how to join video calls and access local council or health services online.

The class should be aimed at complete beginners and use clear step-by-step instructions. An evening session would be especially helpful for people who work during the day. If possible, learners should have access to a computer during each lesson so that they can practise immediately.

I hope you will consider this idea when planning the new programme.

Yours faithfully,
Mariam Hussain

Model answer word count: 166 words | **Target:** 150 to 200 words

Practice 5 - Pearson-style practice created for teaching

Source: Pearson-style practice - application letter

Information

A local library is recruiting weekend assistants to help visitors, organise books and support basic computer use.

Writing Task

Write a letter to the library manager applying for a weekend assistant job.

In your writing, you should:

- say why you want the job
- explain what skills and experience you can offer

You should aim to write about 150 to 200 words.

(15 marks)

MODEL ANSWER

11 Rose Avenue
Eastford EF2 4GH

Library Manager
Eastford Library
Market Square
Eastford EF1 9XY

20 September 2026

Dear Library Manager,

I am writing to apply for the weekend assistant position advertised at Eastford Library. I would like this job because I enjoy helping people and I am interested in books, learning and community services.

I currently attend a college course where I regularly use computers to research information, send emails and create documents. I am confident with basic technology and would be happy to help visitors use library computers or online services. I also volunteer at a community event once a month, which has helped me develop good communication and teamwork skills.

I am organised, patient and reliable. I understand that a library assistant must be friendly while also keeping the environment calm and tidy. I am available every Saturday and Sunday and can work flexible hours.

Thank you for considering my application. I would be pleased to attend an interview.

Yours sincerely,
Omar Ali

Model answer word count: 163 words | **Target:** 150 to 200 words