



DTZ Schreiben Guide

Kurze Briefe and E-Mails for A2-B1 learners.

Goal of this guide

Learn how to write clear DTZ letters and emails. Use a safe structure, answer all points, and make your text sound more B1.

For A2-B1 learners

Simple writing plans for DTZ.

Short letters

Appointment, invitation, work, school and housing tasks.

Model answers

Formal and informal examples.

AI feedback CTA

Practice your text and see what to improve.

Train DTZ writing with feedback

Write your DTZ email on Test German, get instant feedback, and improve grammar, word order, clarity and task completion before exam day.

Start your free demo: <https://app.testgerman.de/auth/signup>

Inside this guide

This guide helps you write short DTZ letters and emails. It focuses on clear structure, useful phrases and realistic tasks.

Section	Topic	What you get
1	DTZ writing facts	What the task usually asks you to write.
2	Email structure	A safe order for most letters.
3	Task types	Appointment, invitation, complaint and daily-life emails.
4	Model answers	A2-B1 examples with simple German.
5	A2 to B1 upgrade	How to add clarity, tone and detail.
6	Practice plan	A routine for writing with feedback.

Quick fact

In DTZ Schreiben, learners write a letter or email. The writing is evaluated by trained raters and classified by level. Always check the official provider for current details.

Train DTZ writing with feedback

Practice DTZ Schreiben in exam format and get feedback before you take the real exam.

Start your free demo: <https://app.testgerman.de/auth/signup>

What examiners notice

For DTZ Schreiben, your goal is not perfect German. Your goal is clear communication. The answer must fit the task.

One clear letter You write a short letter or email in 30 minutes.	A2-B1 result Your writing is rated as under A2, A2 or B1.
Everyday purpose Tasks often connect to appointments, invitations, work, school or housing.	Simple structure wins A clear answer with all points is better than difficult sentences with mistakes.

Simple scoring mindset

Area	What this means	How to train
Content	You answer all task points.	Number the points before writing.
Text structure	Your text has greeting, reason, details and closing.	Use a simple email plan every time.
Register	The tone fits the person.	Choose informal or formal before writing.
Language	Grammar and word order are clear enough.	Use short sentences and safe connectors.
Correct details	Spelling, capital letters and punctuation are checked.	Leave two minutes for a final check.

Expert tip

Do not memorize one full answer only. Memorize flexible sentence blocks. Then change the names, places, times and reasons for each new task.

The safe DTZ email structure

Use this structure for short letters and emails. It works for many A2-B1 tasks.



Part	What to write	Example
1 Greeting	Choose formal or informal.	Sehr geehrte Frau Schneider, / Liebe Aylin,
2 Reason	Say why you write.	Ich schreibe Ihnen, weil ich einen Termin habe.
3 Task points	Answer all points in the task.	Leider kann ich nicht kommen. Mein Kind ist krank.
4 Request or solution	Ask or suggest something.	Können wir bitte einen neuen Termin machen?
5 Closing	End politely.	Mit freundlichen Grüßen / Viele Grüße

Purpose	German phrase	Use it for
Greeting formal	Sehr geehrte Damen und Herren,	Unknown person or office.
Greeting semi-formal	Sehr geehrte Frau Müller,	Known person in formal situation.
Greeting informal	Liebe Maria, / Lieber Ahmed,	Friend or private contact.
Reason	Ich schreibe Ihnen, weil ...	Explain why you write.
Problem	Leider habe ich ein Problem mit ...	Start a complaint or difficulty.
Request	Könnten Sie mir bitte helfen?	Ask politely.
Appointment	Können wir den Termin bitte verschieben?	Change a date.
Closing formal	Mit freundlichen Grüßen	End formal email.
Closing informal	Viele Grüße	End informal email.



Kurze Briefe: common task types

Prepare short text blocks for the most common situations.

Task type	What you must do	Useful sentence
Appointment	Cancel, explain, suggest new time.	Leider kann ich am Montag nicht kommen.
Invitation	Thank, accept or decline, ask a question.	Vielen Dank für deine Einladung. Ich komme gern.
Complaint	Explain problem and ask for help.	Leider funktioniert ... nicht. Können Sie das bitte prüfen?
School/child	Give information and ask politely.	Mein Sohn kann morgen nicht in die Schule kommen.
Work	Report a problem and offer solution.	Ich bin krank und kann heute nicht arbeiten.
Housing	Describe problem and request repair.	Die Heizung funktioniert seit gestern nicht.

Model A2-B1 email: appointment

Task: You have an appointment at the job center. You cannot come. Write an email: apologize, explain why, ask for a new appointment.

Model answer:

Sehr geehrte Frau Müller,

ich schreibe Ihnen, weil ich den Termin am Dienstag leider nicht wahrnehmen kann. Mein Sohn ist krank und ich muss mit ihm zum Arzt gehen. Es tut mir sehr leid.

Könnten wir bitte einen neuen Termin machen? Ich habe nächste Woche am Montag oder Mittwoch Zeit.

Vielen Dank für Ihr Verständnis.

Mit freundlichen Grüßen

Nadia Karim

Why it works: It answers all points, uses a polite tone and suggests a solution.

Model informal email: invitation

Task: Your friend invited you to dinner. You cannot come. Write: thank, explain, suggest another day.

Model answer:

Liebe Sara,

vielen Dank für deine Einladung zum Abendessen. Leider kann ich am Freitag nicht kommen, weil ich bis 20 Uhr arbeiten muss. Das finde ich sehr schade.

Hast du vielleicht am Sonntag Zeit? Dann kann ich einen Kuchen mitbringen.

Viele Grüße

Mina

Why it works: The tone fits a friend. The reason and new suggestion are clear.

A2 to B1 upgrade

A B1 text gives a little more detail and connects ideas better. Do not make it too long.

Weak A2 sentence	Better B1 sentence	Why it is better
Ich kann nicht kommen. Kind krank.	Leider kann ich nicht kommen, weil mein Kind krank ist.	It is complete and polite.
Ich will Termin.	Könnten wir bitte einen neuen Termin vereinbaren?	It uses a polite request.
Heizung kaputt.	Die Heizung funktioniert seit gestern nicht.	It gives time and problem.
Bitte schnell.	Könnten Sie bitte so schnell wie möglich kommen?	It sounds respectful.
Ich warte Antwort.	Ich freue mich auf Ihre Antwort.	It is a correct closing phrase.

Before you finish: checklist

Use this checklist before you submit a text or finish a speaking answer.

- I chose formal or informal greeting correctly.
- I answered all task points.
- I explained the reason clearly.
- I asked for a solution or gave a suggestion.
- I used correct closing.
- I checked verb position after weil and dass.

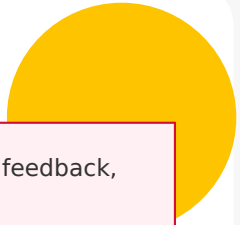
Remember

A clear 90-word email can be stronger than a long text with many mistakes. Answer the task first.

14-day practice plan

Use this routine to build skill step by step. Keep each practice short, but repeat it often.

Time	Focus	Action
Days 1-3	Understand format	Learn task types and prepare a personal phrase bank.
Days 4-7	Train one part daily	Practice one writing or speaking task with a timer.
Days 8-10	Improve accuracy	Focus on word order, connectors, cases and endings.
Days 11-13	Simulate the exam	Do complete tasks without help. Then review your mistakes.
Day 14	Final check	Repeat best Redemittel and prepare a calm exam routine.



Practice with AI feedback

On Test German, you can train exam-style tasks, see clear feedback, and understand what to improve before exam day.

Start your free demo: <https://app.testgerman.de/auth/signup>

Continue on Test German

A guide helps you understand the exam. Practice helps you change your result.



Real exam-style tasks Train tasks that feel close to Goethe, telc, DTZ and ÖSD formats.	Level-based practice Choose your level and focus on the skills you need now.
Instant AI feedback Get feedback for writing and speaking in your own language.	Clear next steps Improve grammar, word order, task completion, fluency and pronunciation step by step.

Start your free demo

Write or record your answer, get instant feedback, and improve before exam day.

Start your free demo: <https://app.testgerman.de/auth/signup>

Sources and accuracy note

Exam formats can change. Always check the official exam provider before registration. This guide is for learning and practice. Test German is not an official exam provider.

- [g.a.s.t. DTZ overview](#)
- [BAMF DTZ model set](#)

