Routine Letters

a) The first letter is to the owner of a hotel requesting a family reservation for your holiday; you ask details of their facilities and prices. Here is an example the type of letter you might write:

3 Popular Avenue
Little Chigwell
Northants
N1 5RT

Tel (01664) 3982391

10 April 2003

The Manager
The Royal Hotel
Marine Parade
EAST SEASCALE
South Devon
EX2 5SD

Dear Sir

We would like to stay a week at your hotel from 3 - 10 August, and would appreciate information about your prices for one double room for my wife and myself, and rooms for our three children, (two boys aged 8 and 10, and a girl aged 15).

Could you please also send us details of what you provide; for example do you have a car park, are there facilities for children, and what will be the approximate price of accommodation for one week?

With many thanks we look forward to hearing from you soon.

Yours faithfully

Tom Barnett

Activity 6

Please write a letter to a hotel in this country or abroad booking accommodation:

Either: for you and your family
Or: for you and your friends

Use the preceding letter as a guide but include the following information:

a) Your name, address, and personal details
b) Queries regarding the hotel, facilities, and prices
c) Queries about the town and the area

(The Key will suggest a hotel in Spain: you have to assume the Manager understands English)