

e-a-l-d-q-k-f-o FORMAL LETTER

sender's address

addressee (hotel)

6/11/12, 6 Nov 2012, 2012-11-06

Dear Sir or Madam,

I would like to make a reservation for the nights of 22nd, 23rd, and 24th January. I would like a single room with a shower. Could I possibly have a room at the back, as I find the front rooms rather noisy? I hope the above is convenient.

I have a further request. As I will be arriving quite late, could you possibly put a cold buffet in my room on the 22nd? I would be extremely grateful.

I look forward to your reply.

name

j-b-h-m-p-c-s-i-n-r-g

INFML LETTER

I hope you are all well, and that you've recovered from the busy Christmas period. I'm writing to ask you a favour. I'm coming down to London at the end of the month to go to a conference. Could you put me up for a few days? It's the 22nd – 24th January. I don't mind where you put me. I'll sleep anywhere!

There's something else I'd like to ask you. Could I have a bite to eat when I arrive? Just a sandwich will do. I hope that's all right.

Write soon and let me know.