

MODEL LETTER

Write to the hotel you see in the advertisement to book a holiday for you, your mum and your baby brother who is too young to eat in the restaurant, Imagine five of the most important things you would like the hotel/room would have. Use polite language and expression.

234 Baker Street
FB 81 JN London

4th February 2008

Bellevue Hotel
98 Lansdon Alley
JX 7 HK Bournemouth
Dear Sir or Madam,

I am writing with reference to your advertisement in the Guardian last week, where you offer family holidays. I am interested in booking a holiday for my family - my mother, my baby brother and myself. We are planning to stay at your hotel from 15th June to 30th June 2008.

I would be very grateful if you could tell me about the hotel facilities; since my baby brother is coming with us, I would like to know if there are any playgrounds or playpens at your hotel. Besides, could you let me know if there are any baby chairs in the dining - room and if there are also baby portions available. Furthermore, would you kindly inform me about the distance from your hotel to the swimming pools otherwise we will have to take the pram with us. I would also be very glad if you could inform me about the possibilities of renting a bike at your hotel and the respective prices of rental.
Please contact me at any time convenient to you at: 0012986543.

I look forward to hearing from you,

Yours faithfully,

Margareth Potchkarr

Margareth Potchkarr

Še en nasvet:

- upoštevajte vse zahteve v navodilih! Ne izpuščajte ničesar!
 - V tem pismu je omenjenih 5 pomembnih stvari- torej 5 stvari moramo upoštevati in jih navesti, seveda tudi vzroke zanje.
 - Pazite na stil pisma: formalni jezik, brez okrajšanih oblik, brez fraznih glagolov in neformalnih izrazov.
 - Ko se podpišemo, to storimo še vedno na čitljiv način, ne s čačko, ker gre za kulturo, ki jo kažemo drugim. (in podpis marsikaj pove!)
 - Pazite na odmike, na uvodni in zaključni pozdrav!
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