Mrs Emma Trunk

9034 Nord Street

Jacksonville, Florida

USA, 90345

Travel With Us Ltd

7834 Grand Street

Jacksonville, Florida  
  
Dear Sir or Madam,

With reference to your advertisement in “New Daily Express” I am writing to make a reservation on “Paradise Hotel”. We are going to spend the next weekend there. We will arrive on Saturday 11 of May at 8 am and we will leave on Sunday 12 of May at 8 pm.

We need two bedrooms - one for me and my husband and the second one for our two kids ages five and seven. I would be grateful if you could tell me if the internet is available. Could you, please, give me some information about the leisure at the hotel and around it. Finally, I hope to get a list of charges for every service and the total of two days.

I am looking forward to receiving your response.

Thank you in advance.  
Kind regards,  
Mrs. Trunk