АДРЕС (ваш домашний) – ПРИМЕР: 4 Novaya street

Moscow

Russia

100100

29 March, 2019

Pearl Farm Beach Resort

Hotel manager

Adecor Kaputian street, 1

Samal

Philippines

8120

Dear Sir or Madam,

Your hotel “Pearl Farm Beach Resort” was recommended to me by my friend. Thus, I’m writing to inform you that I would love to spend a vacation with my family there.

I am planning to come with my parents; therefore, I would like to book an air-conditioned suite with one single bed and one extra-large double bed. It would be nice if our room would have a flat-screen TV, a wardrobe and a hairdryer in the bathroom. I would also love to have a balcony with a seating area. We will be arriving on the 15th of May, at approximately 8 a.m. We will be leaving on the 18th of May, at 2 p.m. Please, send me the price list for services.

I am interested in the activities, which can be found in “Pearl Farm Beach Resort”. I would be grateful if you could tell me more about such hotel’s offers as the spa programs, canoeing and beach volleyball. Could you also provide me with some information about the places of interest near the hotel? I would appreciate if you could advise me a few good restaurants.

I look forward to hearing from you.

Yours faithfully,

Ваши имя, фамилия (точка в конце не ставится)