АДРЕС (ваш домашний) – ПРИМЕР: 4 Novaya street

Moscow

Russia

100100

20 March, 2019

Tortuga Bay

Hotel Manager

Punta Cana Motorway, 9

Punta Cana

The Dominican Republic

23302

Dear Sirs,

I am writing to inform you that I have received an advertisement of your hotel “Tortuga Bay” via email. I am planning to come to the Dominican Republic with my family and I would like to stay in your hotel.

I would like to reserve a villa with one extra-large double bed and one single bed. I would also love the accommodation to have a terrace with a hammock. It would be great to have WiFi, a coffee machine and bathtub in our lodging. I will be arriving with my parents on the 13th of June, at 6 a.m. local time. The departure date will be on the 16th of June. It would be nice if you could send me the price list for services.

Unfortunately, I have not found any information about the entertainment activities, prepared by the hotel staff. Would it be possible for you to tell me about them? I have never visited the Dominican Republic before. I am very interested in the history of this country. I kindly ask you to provide me with information about the main tourist sites and places of interest located near the hotel.

I look forward to hearing from you.

Yours faithfully,

Ваши имя, фамилия (точка в конце не ставится)