

How to Write a Letter to Make a Hotel Reservation

Question: This summer vacation you are planning to visit Nainital. Write a letter to a travel agency in Nainital requesting them to book you a room in a five-star hotel. Give other details of your journey and facilities you require there. Sign your names as Ishita/Ishwar, 537, Amar Colony, Chandigarh.

Answer:

537, Amar Colony,
Chandigarh,
14th April, 20xx,

The manager,
Goodluck Travel Agency,
Nainital,

Subject: Make a hotel reservation.

I would like to visit Nainital during summer vacation as per the details given below:

Dates: 18th May, 20xx to 28th May, 20xx

No. of Days: 11,

Places to be visited: Seven lakes, Cave Garden, Naini Lake, Sun-set point and other worth-seeing places round about Nainital.

In this connection, I may request you to manage to reserve a room five in a five-star hotel. The room should be independent and well furnished. It should be facing the hills or the lakes. It should be attached to the bath and lavatory. Vegetarian food should be available there. There should be a proper arrangement of conveyance and guides.

Please confirm the same immediately so that I may send the money in advance.

Yours faithfully,
Ishita/Ishwar