



PERFORMDIGI

Sample letter - Make a room reservation at a hotel

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

537, Amar Colony, Chandigarh

14th April, 20xx

To, The manager

Goodluck Travel Agency, Nainital

Subject: Reservation of a room. Sir,

I would like to visit Nainital during summer vacation as per 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 in a 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 with bath and lavatory. Vegetarian food should be available there. There should be proper arrangement of conveyance and guides.

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

Yours faithfully,

Ishita/Ishwar