

Choose the words that are more formal or appropriate in the letter.

Reservations Manager  
Carlton Hotel  
78, Park Lane  
Bristol  
BH12 3GR

June 16

Dear Jack/Sir or Madam

I am writing/This is just a note to confirm a reservation that was made/I asked you for this morning by telephone. The reservation, for a couple of/two nights, is for me/myself, David Cook.

I want/would like a room with a bathroom, from 12-14 July inclusive. I will be attending/'m going to pop into the Trade Fair that is being held/ is going on in Bristol that week.

Is it all right/Would it be possible for me to have a room at the back of the hotel? I think/am afraid that the room I was given/you gave me last year was rather/really noisy.

Thank you/Thanks for sending me the brochure about/regarding your conference facilities, which I got/received this morning. They look most interesting/great. Unfortunately/I'm sorry I can't give you/am unable to provide you with any definite dates at the moment/now, as/because we have yet to finalize/sort out the details of our sales conference. But/However, I will contact you/'ll drop you a line as soon as I can/possible.

I look/'m looking forward to meeting you on 12 July.

Best wishes/Yours faithfully

David Cook