

KEY A formal letter to a hotel

Sir or Madam

I am writing

was made

two nights

me

I would like

I will be attending

is being held

Would it be possible

I am afraid

I was given

rather

Thank you

regarding

received

great

Unfortunately I am unable to provide you with

at the moment

as

finalize

However, I will contact you

as soon as possible

I look

Yours faithfully