

Sample of e mail writing

Write an e-mail to the manager of a hotel in Goa to book a room for you and your family. Give all the necessary details.

Answer:

To : managerseawoods@hotmail.com

Cc :

Bcc :

Subject Booking accommodation

Dear Sir/ Madam,

I would like you to reserve a deluxe room in your hotel for me and my wife from 29th December to 3rd January, 2015. We will arrive on 29th December, 2014 at 5 : 30 AM. Charges will be paid through my credit card for whatever initial deposit required. Please include any discounts that you offer to early birds.

Credit card number : 2129 8256 4101 7212

Name : Arun Yadav

Expiry date : 03/2016

Looking forward to e-mail regarding confirmation of my reservation.

Thank you

Arun Yadav; Mobile- 9899567321