An email to book a hotel

TASK 1

to let someone know | a promotional code | to confirm

an iron | to reserve a room | an accessible room

1. **to book a room** _____
2. **a room that is designed to be easy to use, for example if you use a wheelchair** _____
3. **a special number or password that reduces the price or increases service levels** _____
4. **a metal object used to make clothes flat and smooth** _____
5. **to say something is definitely true or going to happen** _____
6. **to tell someone** _____

TASK 2

1. I would like _____ reserve a double room.
2. I _____ like a quiet room, please.

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3. I ..... arrive at about 6 p.m.

4. Please can ..... confirm the price?

5. I would ..... it if you could confirm the booking.

6. Please ..... me know if you need any further information

TASK 3

I would like to reserve an accessible single room for two nights with breakfast on the 22 and 23 of April. Could I have a quiet room with a view if possible, please?	
From: David Mathews	
I have a promotional code (MH2219). Please can you confirm that it is £80 per night with breakfast included?	
Many thanks.	
Subject: Booking 2 nights next week	
Please could you confirm the booking? Let me know if you need any further information.	
Dear Ascot Hotel,	
I will arrive at about 10 p.m. and I have an early meeting the next morning, so please could you leave an iron and ironing board in the room?	
David Mathews	

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To: info@ascot-hotel.co.uk	
With kind regards,	

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