

# Email-Asking for information

Read the email asking for information from a hotel. Complete it with the words and phrases below.

50 people   book   city centre   conference facilities   desk   five nights   lunch   price  
two large rooms   walk

**To:** Hotel Manager  
**From:** Ananya Chadha  
**Subject:** Conference facilities

Dear Sir/Madam,

I am writing to ask for information about the \_\_\_\_\_ at your hotel.

We are looking for a venue which has at least \_\_\_\_\_ and which can each accommodate

\_\_\_\_\_. We need to have a hotel near the \_\_\_\_\_ so please can you confirm

how long it takes to \_\_\_\_\_ to the centre from your hotel? We would like to \_\_\_\_\_

\_\_\_\_\_ 100 rooms for all the delegates for \_\_\_\_\_ and we would also like each

room to have a \_\_\_\_\_ and wi-fi.

We are planning to have breakfast and \_\_\_\_\_ at the hotel each day. The conference

lasts for five days so could you tell me what your best \_\_\_\_\_ for this is?

I look forward to hearing from you.

Kind regards,

Ananya Chadha, Conference Manager

Complete the table using words and phrases from the email.

|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Greeting/Opening</b>                                                                                                                                                                                                                                                                        |
| 1 _____<br>Dear Mr Zhao,                                                                                                                                                                                                                                                                       |
| <b>Reason for writing</b>                                                                                                                                                                                                                                                                      |
| 2 _____ information about ...<br>I am writing to enquire about ...                                                                                                                                                                                                                             |
| <b>Giving information</b>                                                                                                                                                                                                                                                                      |
| 3 _____ for a venue ...<br>4 _____ to have a hotel near the city centre.<br>5 _____ book 100 rooms.<br>We 6 _____ each room to have a desk and wi-fi.                                                                                                                                          |
| <b>Asking for information</b>                                                                                                                                                                                                                                                                  |
| 7 _____ how long it takes ... ?<br>8 _____ me what your best price is?<br>Please can/could you let me know what/if ... ?<br>Can/Could you confirm that you have my booking, please?<br>I would like to know how far it is to the city centre.<br>We would also like more information about ... |
| <b>Concluding email</b>                                                                                                                                                                                                                                                                        |
| 9 _____ hearing from you.<br>I hope to hear from you soon.                                                                                                                                                                                                                                     |
| <b>Closing</b>                                                                                                                                                                                                                                                                                 |
| 10 _____<br>All the best,                                                                                                                                                                                                                                                                      |

**Match 1-10 with a-j to complete the phrases for an email asking for information.**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| <b>1</b> Dear                        | <b>a</b> needs wi-fi ...      |
| <b>2</b> I am writing to ask for     | <b>b</b> there is a ...       |
| <b>3</b> We are looking              | <b>c</b> regards,             |
| <b>4</b> We need to                  | <b>d</b> Sir/Madam,           |
| <b>5</b> Please can you confirm that | <b>e</b> hearing from you     |
| <b>6</b> We would also like          | <b>f</b> have enough room ... |
| <b>7</b> Each conference room        | <b>g</b> how far ...          |
| <b>8</b> Could you let me know       | <b>h</b> for a venue ...      |
| <b>9</b> I look forward to           | <b>i</b> to book ...          |
| <b>10</b> Kind                       | <b>j</b> information ...      |