



Name: _____ Nickname: _____
No: _____ Date: _____

M1 Writing Quiz

inquire	organize	if	number	Sir	on
forward	hope	response	would	reply	matter
possible	Could	faithfully	soon	at	

Dear _____ / Madam,

I have booked a room at your hotel for four nights from September 10th till September 14th this year. I am writing to _____ about taxi transfers to and from the airport. Would it be _____ for a driver to meet me at the airport and bring me straight to the hotel? My flight arrives at 11:50 p.m. and I am worried about transport at that time of night.

On the 14th, I have to leave at 4:20 a.m. I _____ you are able to _____ something even at that time in the morning. _____ you please tell me the cost of a taxi ride? Also, do I pay the driver or the hotel? Naturally, I _____ be happy to pay more than the normal price of a taxi for this service.

Could you please _____ to this email? You can email me _____ toby17@bleep.mail or contact me _____ my mobile. My mobile _____ is +4477000900889.

Thank you for your help in this _____. I look _____ to hearing from you _____.

Yours _____,

Vanessa