Complete the email with the words and phrases in the box.

directions after that first quite close would like Madam then Kind forward tell me

From: Andrew Marshall

To: hotel

Dear Sir / (1) _____,

I am writing to you about my booking at your hotel for next week. I (2) _____ to ask if the hotel is far from the station. On the map it looks (3) _____, but could you please (4) _____ how long it will take me to walk to the hotel. I know that (5) _____ I have to walk down to the river and (6) _____ go up the hill, but (7) _____ I'm not sure which way is best. Please could you send me some easy-to-follow (8) _____. I look (9) _____ to hearing from you.

(10) _____ regards,

Andrew Marshall

LIVEWORKSHEETS