

Dear Sir,

I read about your hotel in an advertisement in "People" magazine. The most attractive thing to me is that I want to spend this year's vacation at a seaside and get involved in some water-sports activities, because your hotel has a good sea view with plenty of water-sports activities like diving, surfing, jet skiing and water football, which is what I'm most interested in.

This is to inquire about the availability of accommodation in your hotel in August this year. My wife, my son and I are scheduled to visit Bali for 3 days from 13th to 16th August and wish to stay at your hotel. I am looking for a well-furnished double-deluxe balcony room suite, bath attached. Please let me know your tariff and availability of the dates I have mentioned and a cost comparison with other weekdays.

I would appreciate it if you would call me regarding this reservation as soon as you can. You can reach me on 0251-0987

I look forward to hearing from you soon.

Yours faithfully,

Hadi Ibrahim

A. From the information above fill the following reservation form.

<p style="text-align: center;">The Beautiful Denpasar Hotel</p> <p>Room Type and Daily Rate (tax not included)</p> <p style="text-align: center;">Single \$ 100.00 per night</p> <p style="text-align: center;">Double \$ 186.00 per night</p> <p style="text-align: center;">Double Deluxe \$ 90.00 per night</p>	
Arrival Date:	Number of Rooms:
Departure Date:	Confirmation Number:
Guest:	Check-in Time:
Arrival Time:	Check-out Time: 1:00 P.M
Guest Name:	

B. If you are the manager of the hotel, what would you do to response the reservation letter?