

, / am / Dear / if possible / by / would like / Regards / ,  
/  
/ to / you / could / confirm / about / from / could

\_\_\_\_\_ La Plaza Hotel\_

I \_\_\_\_\_ to book a single room for four nights \_\_\_\_\_ the 1<sup>st</sup> \_\_\_\_\_ 3rd of April. \_\_\_\_\_ I have a big room with a view, please?

I \_\_\_\_ arriving at \_\_\_\_\_ 6 a.m. \_\_\_\_\_ car. Could you please \_\_\_\_\_ if the parking lot will be open by that time?

Also, I have at meeting at 9 a. m. on the morning of my arrival. \_\_\_\_\_ you have breakfast prepared \_\_\_\_\_, please? Thank \_\_\_\_\_ in advance.

I am looking forward to staying in your hotel.

\_\_\_\_\_  
Carol McCarthy.