

Name: \_\_\_\_\_

## Complete the Sentence

Use the words in the list below to complete the sentence

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1. \_\_\_\_\_ Sir ,
2. I am \_\_\_\_\_ this letter to you on behalf of the management of Beach International Hotel .
3. The essence of the letter is to \_\_\_\_\_ the booking that you have made with our hotel.
4. According to our records you made \_\_\_\_\_ on the 15th of this month .
5. The booking \_\_\_\_\_ also show that you have booked the main banquet hall , seven executive suite rooms , two luxury rooms , one spa and the large swimming pool .
6. In \_\_\_\_\_ , you also booked the small conference center .
7. We want to \_\_\_\_\_ you that your bookings have been recorded and we assume you would get the real value for your money .
8. In the \_\_\_\_\_ , thank you for doing business with us.
9. \_\_\_\_\_ faithfully
10. \_\_\_\_\_ Smith
11. Beach International \_\_\_\_\_

confirm bookings addition  
Hotel Dear meantime assure  
Yours records Jane writing