

Name: _____

Complete the Sentence

Use the words in the list below to complete the sentence

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confirm bookings addition
Hotel Dear meantime assure
Yours records Jane writing

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 _____