

WRITING

7 A FORMAL EMAIL

- a Read the advertisement and Pascal's email. Complete the email with the words in the list.

about confirm Dear double from
hope Regards reservation would

- b Look at the information box and then write a similar email to the White Cottage Bed and Breakfast.
- Decide how many nights you want to stay and the kind of room you need.
 - Ask an *Is there / Are there...*? question.

Formal emails (e.g. to a hotel or Bed and Breakfast, a language school, etc.)

Beginning

Dear Mr / Mrs / Ms + surname, or
Dear Sir / Madam if you don't know the person's name

Use a comma (,) (or nothing), NOT a colon (:)

Dear Mr Brown, NOT *Dear Mr Brown:*

Middle

Don't use contractions.

I would like to make a reservation

NOT *I'd like to...*

End

Regards

Your first name + surname

The White Cottage Bed and Breakfast in West Bexington, Dorset

Mark and Diana Buckingham
and their family welcome you to
their 200-year-old country home
in a small village in Dorset.

Two double bedrooms, one single, and
a family suite ☐ TV ☐ WIFI



The White Cottage – reservation

From: Pascal Mercier [pascal80@gmail.com]

To: thewhitecottage@greentomato.co.uk

1 _____ Mr and Mrs Buckingham,
I 2 _____ like to make a 3 _____ for a 4 _____ room
and a single room for two nights, 5 _____ 24th to 26th June.
We 6 _____ to arrive by car at 7 _____ 5.00 in the
afternoon on the 24th. Is there a place where we can park near
your house?
Could you please 8 _____ the reservation?
9 _____
Pascal Mercier