

# 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@googlemail.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