An email to book a hotel room

To: info@ascot-hotel.co.uk
From: David Mathews
Subject: Booking 2 nights next week

1. Ascot Hotel,

I would like to 2. an accessible 3. for two nights with breakfast on the 22 and 23 of April. Could I have a quiet room with a 4. if possible, please?

I will 5. at about 10 p.m. and I have an early 6. the next morning, so please could you leave an iron and ironing board in the room?

I have a promotional code (MH2219). Please can you 7. that it is £80 per night with breakfast included?

Please could you confirm the 8. ? Let me know if you need any further 9.

Many thanks.

With kind 10. ,

David Mathews

LIVEWORKSHEETS