Complete the email with the words and phrases in the box.

directions   after that   first   quite close   would like   Madam   then   Kind forward   tell me

From: Andrew Marshall

To: hotel

Dear Sir / (1) _____,

I am writing to you about my booking at your hotel for next week. I (2) _____ to ask if

the hotel is far from the station. On the map it looks (3) _____, but could you please (4)

_____ how long it will take me to walk to the hotel. I know that (5) _____ I

have to walk down to the river and (6) _____ go up the hill, but (7) _____

I'm not sure which way is best. Please could you send me some easy-to-follow (8)

_____. I look (9) _____ to hearing from you.

(10)   _____ regards,

Andrew Marshall