

7 A FORMAL EMAIL

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

about confirm Dear double from
hope Sincerely reservation would

- b Look at the information box and then write a similar email to the Bay House 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. + last name, or
Dear Sir / Madam if you don't know the
person's name

Use a comma (,) 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

Use a comma (,)

Sincerely,

Your first name + last name

The Bay House

Bed and Breakfast in Bath, Maine

Gary and Rebecca Brewster
and their family welcome you
to their 100-year-old home in a
small town in Maine.

5 double bedrooms, 3 single, and a
family suite ☐ TV ☒ WiFi



The Bay House – reservation

From: Marco Perez [marco84@gmail.com]

To: thebayhouse@bedbreakfastonline.net

1 _____ Mr. and Mrs. Brewster,

I 2 _____ like to make a 3 _____ for a 4 _____ room
and a single room for two nights, 5 _____ June 24th to June
26th.

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 _____,

Marco Perez