

# Email-Asking for information

Read the email asking for information from a hotel. Complete it with the words and phrases below.

50 people book city centre conference facilities desk five nights lunch price  
two large rooms walk

**To:** Hotel Manager  
**From:** Ananya Chadha  
**Subject:** Conference facilities

Dear Sir/Madam,

I am writing to ask for information about the \_\_\_\_\_ at your hotel.

We are looking for a venue which has at least \_\_\_\_\_ and which can each accommodate

\_\_\_\_\_. We need to have a hotel near the \_\_\_\_\_ so please can you confirm

how long it takes to \_\_\_\_\_ to the centre from your hotel? We would like to \_\_\_\_\_

\_\_\_\_\_ 100 rooms for all the delegates for \_\_\_\_\_ and we would also like each room to have a \_\_\_\_\_ and wi-fi.

We are planning to have breakfast and \_\_\_\_\_ at the hotel each day. The conference

lasts for five days so could you tell me what your best \_\_\_\_\_ for this is?

I look forward to hearing from you.

Kind regards,

Ananya Chadha, Conference Manager

Complete the table using words and phrases from the email.

Greeting/Opening
1 _____ Dear Mr Zhao.
Reason for writing
2 _____ information about ... I am writing to enquire about ...
Giving information
3 _____ for a venue ... 4 _____ to have a hotel near the city centre. 5 _____ book 100 rooms. We 6 _____ each room to have a desk and wi-fi.
Asking for information
7 _____ how long it takes ... ? 8 _____ me what your best price is? Please can/could you let me know what/if ... ? Can/Could you confirm that you have my booking, please? I would like to know how far it is to the city centre. We would also like more information about ...
Concluding email
9 _____ hearing from you. I hope to hear from you soon.
Closing
10 _____ All the best,

**Match 1-10 with a-j to complete the phrases for an email asking for information.**

1 Dear	a needs wi-fi ...
2 I am writing to ask for	b there is a ...
3 We are looking	c regards,
4 We need to	d Sir/Madam,
5 Please can you confirm that	e hearing from you
6 We would also like	f have enough room ...
7 Each conference room	g how far ...
8 Could you let me know	h for a venue ...
9 I look forward to	i to book ...
10 Kind	j information ...