

# 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.

<b>Greeting/Opening</b>
1 _____ Dear Mr Zhao,
<b>Reason for writing</b>
2 _____ information about ... I am writing to enquire about ...
<b>Giving information</b>
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.
<b>Asking for information</b>
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 ...
<b>Concluding email</b>
9 _____ hearing from you. I hope to hear from you soon.
<b>Closing</b>
10 _____ All the best,

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

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