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

LIVEWORKSHEETS

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,

LIVEWORKSHEETS

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 ...

LIVEWORKSHEETS