2 Choose the correct option in italics.

From: Annabelle Turner

To: The Manager, Regis Conference Centre

Subject: Venue facilities

Dear Sir/Madam,

I am writing to [1]*ask / enquire* for information about Regis Conference Centre.

We are looking [2]*for / forward* a venue for a three-day conference in September this year. [3]*It needs / We need to* have enough room for over 200 delegates in your main conference room and we would also like three smaller conference rooms for meetings. Each conference room [4]*confirms / needs* wi-fi as well. We need to have coffee and tea available mid-morning and mid-afternoon, and we [5]*will / would* also like to book your canteen for lunch on all three days.

Please could you [6]*confirm / tell* that there is a car park available for at least forty cars? Some of our delegates will drive. Could you also [7]*tell / let* me know if there are any local hotels with discount rates for Regis clients or large groups? We will have over 100 delegates each night.

I look [8]*for / forward* to hearing from you.

Kind regards,

Annabelle Turner, Events Manager

LIVEWORKSHEETS