Read the task and the model letter:

You are planning to visit the Lake District this summer with your family and have seen an advertisement for a cottage. Write a letter to the owner in which you:

- give information about the people travelling.
- ask about travelling to the cottage.
- request information about the bedrooms.
- ask about leisure facilities in the area.

Dear Sir or Madam,

I am writing to enquire about the possibility of renting Hillside Cottage for three weeks in the summer.

I will be travelling to the Lake District with my parents and brother. We plan to arrive in London on 14 July, but do not wish to hire a car. I would be grateful if you could inform me of the best way to reach the cottage by public transport.

Although the advertisement states that the cottage has two bedrooms, it is not clear whether the second room is large enough for two people to share. I wonder if you could clarify this point.

Finally, I would like to know what leisure activities are available in the area surrounding the cottage. We are particularly interested in house riding.

I look forward to receiving your reply in due course.

Yours faithfully,

Tom Baker

Find in the letter more formal ways of saying:

1 to ask about

2 mum and dad

3 we don't want to

4 it would be good if

5 tell me about

6 make clear

7 getting your answer

8 soon

Answer the questions:

1 How many paragraphs are in the model letter?

2 Which two points in the task are covered in one paragraph in the model letter? and

LIVEWORKSHEETS

Read the task and plan your letter. Make notes using the prompts below to help you.

You are planning to visit the New Forest this summer with some friends and have seen an advertisement for a campsite. Write a letter to the campsite manager in which you:

- give information about who will be travelling and when.
- ask about prices and availability.
- give information about leisure activities you would like to do.
- enquire about a specific facility at the campsite.

People travelling:

Dates of holiday:

Polite request to ask about prices:

Polite request to ask about availability:

Leisure activities:

Campsite facility to ask about:

LIVEWORKSHEETS