

Writing Exercise Units 1 & 2

You have been trying to find a venue for a large family gathering. **Write an email to the hotel you visited explaining why you don't want to use their hotel.** Use the notes below and remember to:

- Say thank you.
- Say something positive.
- Deliver the rejection diplomatically.
- End on a positive note.

Useful phrases:

- great location
- very friendly staff
- the view from the 'party patio' is awful – a busy city street
- the indoor party area is very open and not at all private
- possible location for a future business meeting?

Write your email here