

Month, day, year

Dear Madam, dear Sir,

I would like to book a single/double room at your hotel, for the following dates: dd/mm/yy to dd/mm/yy.

Do you have a room with a private bathroom/shower?

I would be extremely grateful if you could send me a price range per night. Does this include breakfast?

Should you have no vacancies, could you please refer me to a suitable hotel in the area ?

Yours sincerely,