

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Hotel Reservation - Letter

Dear :

I will be visiting the lovely city of {name of city}. Your hotel was highly recommended as a wonderful place of lodging during my visit. I am writing to reserve a room. I will be checking in {date} and plan to check out {date}. I will need a {single/double} room on the northwest side of your establishment. Please confirm that your rooms provide Internet access.

Please contact me as soon as possible regarding this reservation. Thank you for your assistance in this matter.

Sincerely,

N A M E