

HÔTEL DES GLÉNANS
Corniche de l'Estuaire
29950 BENODET

14 Apsley Grove
ABERDEEN
AB4 7LP
SCOTLAND

25th June 20xx

Dear Sirs,

I stayed in your establishment from 4th to 5th June in room 108. When I got back home, I realized that I had left my bracelet in the bathroom.

I would be very grateful if you would send it to me at the above address. I will of course pay for the postal cost.

Besides, some friends of mine would like to visit your region and are likely to stay at your hotel. Could you possibly send me some brochures with the rates, please ?

Thank you for your help.

Yours faithfully,

Mrs CHESTERFIELD