

LEVINSON LTD
892 Bristol Road
WORCESTER WR1 1QN

June 15th, 20xx

ALBRET HÔTEL
105 boulevard Carnot
47000 AGEN

Dear Sir,

As it is our intention in the next future to organize a residential seminar in your city, we would like to know whether it would be possible for you to arrange accommodation for us from 1st to 4th July.

We are a group of 12 people and would require the following lodgings:

- 2 adjoining single rooms for Mr Donald and Mr Grant, the seminar organizers,
- 5 twin bedded rooms for the participants.

- date of arrival : 1st July at 9 am.

- date of departure : 4th July at 5 pm.

We would be most obliged if you could forward full details concerning the rates for the requested rooms on those dates.

We would also need a seminar room, equipped with a video projector, overhead projector, paperboard, T.V. set and DVD player.

As soon as we hear from you, we will let you know whether your terms are acceptable to our company and therefore confirm our bookings.

Yours faithfully

D.K. WILLIAMS