

66 Shannon Lodge
Dublin Ireland
Fax : 353 (1) 277 50 01

CT OPTICS 

Fax

To :	Hotel Printania la Baule	From :	Steve Bakersfield
Fax :	00 33 2 59 78 XX XX	Pages :	1 (including cover page)
Subject :	Availability requested	Date :	May 31, 20XX, 5.15 pm

Message :

Dear Madam, dear Sir,

The marketing department of my company and myself will be travelling to La Baule next summer in order to attend our annual opticians' convention at the Congress hall of La Baule. The duration of the stay would be four nights, from July 11 to 15.

I would like to enquire about your rates over that period for 13 attendees in five twin-bedded rooms and 3 single rooms.

I also need to know about the facilities within the room, the meal options and the meeting room possibilities for 13 people in your hotel for an evening work group session.

Finally, some advice on how to get to the Congress hall would be greatly appreciated.

I look forward to reading you soon and thank you very much in anticipation.

Best regards,

Steve Bakersfield

Marketing Manager, CT Optic Ltd