

COURRIER DE LA SOCIETE LEVINSON

LEVINSON LTD
892 Bristol road
WORCESTER WR1 1QN

14th June

Albret Hotel
105 boulevard Carnot
47000 AGEN

Dear Madam, dear Sir,

We are organizing a Residential Seminar in your city from 1st at 9am to 4th July until 5pm.

Could you let us know if a function room is available and what equipment you can provide us with for our seminar?

We would also like to know whether it will be possible to arrange accommodation for the three nights. We are a group of 12 persons and would require the following rooms:

2 connecting single rooms for Mr Donalds and Mr Grant, the seminar organizers,
5 twin bedded rooms for the participants.

We should be most obliged if you would give full details of the rates for the requested rooms on a full-board basis.

Could you also please tell us what leisure facilities the hotel could advise to our participants?

We look forward to hearing from you and will then let you know whether yours terms are acceptable to confirm our reservation.

Yours faithfully
D.K. WILLIAMS