

Mr and Mrs McArthur
201 Oak Street
London EC1V9HQ

15th June, 20xx

Hôtel des Comtes d'Albi
15, Rue du Pastel
81000 Albi

Dear Madam, Dear Sir,

We are writing to ask you for some information so we can prepare our trip to your country, sorry for not being used to communicating through the Internet.

We have really appreciated a television documentary about your lovely area and city. And as we are keen on Art, History and Architecture, we are planning to come and stay in Albi next September.

We intend to make a reservation for a double room for 3 nights from 5th to 7th September.

We have understood that your hotel is situated in the center of the town, which will enable us to visit the city center on foot easily.

So, will it be possible for us to park our car safely during our stay?

In addition, could you please let us know if you offer special rates including dinner?

We would also be grateful if you would send us your hotel brochure.

Thank you in advance.

Yours faithfully,

Mr Mrs Jonathan McArthur