# 

# Sample Letter

# Formal letter

**You stayed at a hotel recently and forgot your clothes there. Write a letter to the hotel manager and say**

**– When and where did you stay?  
– Describe your clothes.  
– What would you like the manager to do about it?**

**Answer**

Dear Sir/Madam,

My name is Terina Bell, I stayed at your hotel Holiday Inn last week from the 17th to 27th of June, and my room number was 509, located on the 9th floor. I am writing to seek your help with finding my belongings, which I accidentally left behind during my stay at the hotel.

I forgot one medium sized black Samsonite bag inside the closet by the front door of the room. It has , among other things, a brand-new black skirt with Ralph Lauren tag and one pair of black pants. They are in the white colored store bag that says “The Bay” .These clothes haven’t been worn, as I just bought them during my stay at the hotel.

I would appreciate your assistance with finding my bag and belongings in it. And if possible, having it shipped to my home address that you have on file. I am prepared to transfer the shipment fees to the hotel bank account upon receiving your confirmation.

Thank you in advance for your help and support

I look forward to hearing from you in the near future.

Yours Faithfully,

Terina.

# 