[Date]  
  
  
[NAME, COMPANY AND ADDRESS, ex.  
Tom Atkinson  
COMPANY Inc.  
14 Edith Street,  
Hackney West,  
ZIP POST CODE]  
  
Dear [NAME, ex. Tom Atkinson],  
  
I am writing to make a reservation for four people for the New Years eve dinner which will be held at your restaurant of your hotel on the 17th December. In my preference I would like to be seating with my three other guests in edge next to your restaurant window. I have enclosed a cheque for four seats being reserved.  
  
If there any issues with the booking or any other query, please do not hesitate to contact me on my number [CONTACT NUMBER]. I look forward to the evening and hope to enjoy some good food with my three other guests.  
  
Sincerely,  
  
  
[YOUR NAME, ex. Tony Montana]