Sample letter to reserve a hotel room

My family and I have decided to spend our vacation at your hotel and would like to make a booking for the same. My name is Isabella Swan and we are from the UK. We would be there for five days and four nights. Expect us to arrive on 25th March early morning at 7 am and depart on 29th morning at 8 am.

We are looking to book double rooms with a sea view preferably and attached bathroom for two adults and two children aged ten and fourteen. I would also like to book Jacuzzi and Sauna facilities for use during our stay.

I would like to have some information regarding any family package your hotel provides which would include food too and also info about other facilities at the hotel. Also I would be grateful if you could send me details of markets, sightseeing, well-known cuisines and activities we can take part in for more fun and adventure.

You could send me all details and confirmation of my booking by email: xxxxxxxx. Additionally you could also reach me at, Phone: xxxxxxx for any queries.

Thank you for your attention to the above. Waiting to hear from you soon.