

[Print on ... insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

C Facilities

This organisation is planning <<a ... Annual Conference/Corporate Presentation
etc.>>. We would be pleased to re ... the following facilities:

Dates: From << >>
To << >>

Maximum No. of participants: <<
[Minimum No. of participants: <<

Overnight accommodation [will be

[Type of accommodation:]

[A complete guest list will be provi

Conference/Presentation facilities

<< >>
<< >>

Please indicate the presentation e ... able.

Meals:

Refreshments:

We look forward to receiving your ... ssible in order that we may proceed with
our planning.

Thank you for your attention.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company

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