

The advertisement:

Crowne Plaza Times Square Manhattan

Come check out our \$85 million re-invention, every room offers breath-taking views of Times Square, relax in our sleek lobby lounge, or have an evening cocktail in Broadway 49 Bar. With options like these, it's no wonder that New York seems so new. If you're



here for an event, you'll revel in the open space and atmospheric lighting, and when you walk through our front door, you step onto Broadway dazzling lights, world-class entertainment and urban energy. Room features: soundproof rooms, air conditioning, housekeeping, and room service, flat screen TV, and on-demand movies. And you can also book a family-room.

*Our location: 1605 Broadway Between 48th and 49th Street,
New York City, NY 10019-7406*

The letter: asking for information

Dear Sir or Madam,

Having read your advertisement on your website, I am interested in booking a room, but I'd appreciate it if you could tell me some more details about the Plaza.

I'd like to know how many family members could live in the family-room, and also could you please let me know what the price will be if we are staying for a week?

I'd also like to know if there are any free rooms on Monday. Perfectly, I'd be grateful if you could tell me more about your pet policy? And would you mind sending me a menu of the restaurant dishes, so we can know the cost of meals and availability of vegetarian or vegan meals.

Thank you for your time and consideration.

I look forward to hearing from you soon.

Yours sincerely,

Vilte Katinaite

Ms V Katinaite