

Rezerwacja miejsca kempingowego:

Rozbrat 14/16
00-451 Warszawa
Poland
25th April 2000

Mr and Mrs F. Wilde
Peniston House
Kendal
Cumbria
England

Dear Mr and Mrs Wilde,

I found your caravan site in the Tourist Board's brochure and would like to book in for three nights, from July 25th to 28th. I have a caravan with a tent extension and will be coming with my wife and two children. Please let me know if this is possible, and if you require a deposit. Would you also be good enough to send me instructions on how to reach you from the M6?

I look forward to hearing from you.

Yours sincerely,
Adam Szulc

Prośba o informacje na temat kempingu:

22 Daniel Avenue
Caldwood
Leeds LS8 7RR
Tel: 0113 9987676
3 March 2000

Dear Mr Vale,

Your campsite was recommended to me by a friend, James Dallas, who has spent several holidays there.

I am hoping to come with my two boys aged 9 and 14 for three weeks this July.

Would you please send me details of the caravans for hire, including mobile homes, with prices and dates of availability for this summer. I would also appreciate some information on the area, and if you have any brochures you could send me this would be very helpful indeed.

Many thanks in advance.

Yours sincerely,
Frances Goodheart

Prośba o przesłanie informacji o programie teatrów:

3 Cork Road
Dublin 55
Ireland
Tel: (01) 3432255
23/5/00

The Manager
Plaza Hotel
Old Bromwood Lane
Victoria
London

Dear Sir or Madam,

My wife and I have booked a room in your hotel for the week beginning 10th July 2000. We would be very grateful if you could send us the theatre listings for that week, along with some information on how to book tickets in advance. If you are unable to provide this information, could you please advise us on where we could get it from?

We are looking forward to our visit very much.
Yours faithfully,
Ryan Friel

Zamówienie biletów do teatru:

188 Place Goldman
75003 Paris
France
2.3.00

The Box Office
Almer Theatre
Rittenhouse Square
Philadelphia PA 19134

Dear Sir or Madam,

I will be visiting Philadelphia on the 23rd of this month for one week and would like to book two tickets for the Penn Theatre Company's performance of Soyinka's *The Bacchae*.

I would prefer tickets for the 25th, priced at \$20 each, but if these are not available, the 24th or 28th would do. My credit card is American Express, expiry date July 2002, number: 88488 93940 223.

If none of the above is available, please let me know as soon as possible what tickets there are.

Yours faithfully,
Madeleine C. Duval