

## LETTER COMPOSITION

You have received the following letter in response to a telephone call you made regarding holidays.

**Going Places**  
**32 The Mews**  
**Holcombe Brook**  
**Bury**  
**BL1 6JK**

Mr D Rose  
17 Curven Edge  
Helmshore  
Rossendale  
RS67 8HJ

Dear Mr Rose

### Villa Holiday Brochure

Further to your recent enquiry to our office, I have pleasure in enclosing details of villas in southern Spain and Portugal.

You will notice that there is an early booking discount for all holidays booked this month to be taken next summer.

If we can be of any further assistance to you, please do not hesitate to call us.

Yours sincerely

Miss Jane Bright  
Travel Advisor

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Reply, thanking them for the letter and say you are interested in the Malaga villa which sleeps 6 and that you would like to go in the first week of July next year.

Say that you would like to book this now in order to qualify for the discount and enquire if you could pay by credit card.

Ask about flight times and the cost of travel insurance.