

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter.

- Say where you think you left the papers
- Explain why they are so important
- Tell the manager what you want him/her to do

Dear Sir or Madam,

I have recently attended a business conference at your hotel 'Rosewood Abu Dhabi', and regrettably misplaced some important documents in the room I stayed in. I am hoping that you would be kind enough to notify me once you have those documents.

I stayed in your hotel between 24th to 25th October in room 524, and I attended the conference in the Business Meeting Hall on 24th October. I came back to Dubai the next day and on reaching my home I have realized that I have left those documents unattended in my hotel room, perhaps inside the drawer placed beside my bed. All those files are placed inside a blue folder with my name 'Asim Khan' written on top of it.

In particular, these documents are very important for me, they contain some confidential financial information about my company and they are very important for our upcoming contract with the government of Abu Dhabi.

I would request you to ask your staff to conduct a thorough search and then hold this folder in your possession. Please give me a call at +971 586118195 once you have it. I will come to Abu Dhabi to pick them up.

Thank you in advance for your kind help.

Yours faithfully,

Asim Khan

