You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you got home you find that you have left a bag at the hotel.

• You should write at least 150 words.

• You should spend about 20 minutes on this task.

Dear Sir/Madam,

I stayed at your hotel, Lilo, over the course of two days, 14th and 15th of June, 2019. Upon arriving home, I discovered that I had left one of the bags at the hotel. I was staying in room 602. Could you please check the room and the Lost and Found Department to locate my bag?

The bag is made of brown leather, and has word ‘GUCCI’ written across it. The bag contains, a small personal diary, a fountain pen, a pair of reading glasses, a copy of my driving licence, and a thumb drive. All these items, although inexpensive, carry great value for me.

I would appreciate if you could get back to me at your earliest, especially since the thumb drive contains important business proposals for a presentation this week. I would be most grateful, if you could send the bag via courier services.

Thank you for your help.

Yours faithfully,

Karan Kaushik.