Dear Mr. Simpson,

I stayed in your hotel on the 23rd and 24th of October. I was in Room 603. When I arrived home, I discovered that I had left one of my bags at the hotel. Could you please check your Lost and Found Department and see if my bag is there?

The bag is a small black leather, document case with a narrow strap. Inside the bag, you will find several business cards, a fountain pen, a small address book, three copies of a business proposal and a silver pocket calculator. These things are not very valuable in money terms, but they have a lot of personal value.

I would appreciate if you could contact me as soon as possible, particularly since I need the proposals for a presentation this week. If you could send the bag to me by courier service, I would be most grateful. I have arranged to pay for the service.

Thank you for your help.

Yours sincerely,

Michael Johnson