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 was a guest at your hotel last weekend, and I am writing this letter regarding my missing luggage which I suspect to have forgotten while checking out.

I was staying at your hotel, Lilo in Adelaide, from the 14th June, 2019 to 16th June, 2019. The room wherein I was residing was 602. Let me point out a few details on the bag, firstly, the colour, auburn coloured bag, with two black strips running top to bottom. Secondly, two wheels at the side to and a handle at the opposite of the wheels to use it in a trolley mode if necessary. Lastly, two proper handles to carry it as a normal bag.

I would request you to contact me as soon as you locate the bag, so that we can discuss shipping details.

Yours faithfully,

Karan Kaushik.