

LTL Transformers
154/1 Angulana Station Road
Colombo, Sri Lanka
June 10, 2023

Manager
Taj Samutra Colombo
Colombo, Sri Lanka

Subject: Request for Changes to Conference Arrangements

Dear Manager,

I am writing on behalf of LTL Transformers to request changes for our upcoming conference. We received your confirmation letter, dated May 25, 2023, regarding the conference facilities and accommodation for our sales representatives.

Firstly, we kindly ask for an increase in the number of hotel rooms we reserved. Initially, we requested 20 rooms, but due to unforeseen circumstances, we now need 25 rooms to accommodate all our sales representatives. We kindly request you to update our reservation and confirm the availability of the additional rooms.

Secondly, we would like to discuss the menu for our conference meals. To meet the dietary preferences and restrictions of our attendees, we request more options for vegetarian and vegan meals. It would also be appreciated if gluten-free alternatives are available.

We understand that these changes may require adjustments, and we apologize for any inconvenience caused. We value our partnership with Taj Samutra Colombo and believe these modifications will improve the overall conference experience.

We kindly ask for your prompt attention to these matters. Please provide us with a revised confirmation letter, including the updated arrangements with the additional rooms and revised menu options.

Thank you for your cooperation. We look forward to your positive response and a successful conference at Taj Samutra Colombo.

Yours sincerely,

Prashanth
Planning Manager
LTL Transformers