

A not so formal letter

Below is a formal letter to a potential guest from James Norton, the owner of a bed and breakfast in Cloudborough. Unfortunately though, writing in a formal register is not his strong point! Rewrite Mr Norton's letter, replacing any overly informal English with more appropriate language.

22nd January 2017

Hi Mr Anthony,

I was stoked to receive your letter asking about our B&B. It would be awesome if you and your family chose to crash at our place and I promise we would take good care of you. I will try to answer some of your questions in this letter but please feel free to drop us a line again if you need more info before you take off.

Cloudborough is a pretty small but totally cool town. There are a few restaurants and pubs that serve good local grub and offer you and your family a nice place to hang out at night and swig a few beers. The people are friendly and helpful and I'm sure your children will make loads of new buddies here.

As regards payment, we usually require a deposit in advance and most guests prefer to give us the rest of the cash upon arrival, but if you want you can pay the whole lot right now. A sum of at least 10% of the total fee needs be dumped into my bank account ASAP to secure your reservation.

The surroundings are well worth a visit, especially St Aster's garden which is a beautiful and ginormous park overlooked by a massive 17th-century manor house. The park is open to the public three days a week and gets masses of people popping in for a visit at all hours. The village where the park is situated is also very cute with lots of weeny shops. I haven't been there myself but friends of mine have told me it's great.

Right then, well I hope my letter has been helpful and I look forward to hearing from you again soon to tell me that your reservation is going ahead.

Bye for now,



James B Norton

Sandy Hill Inn