

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter

- Say where you think you left the papers
- Explain why they are so important
- Tell the manager what you want him/her to do

Dear Sir or Madam,

I want /wish to inform you that I have forgotten to take some of my documents from the room I ~~were~~ was in there last week. Since they are highly significant job-related agreements, I hope you could post them to my address.

I had been in ~~the~~ room number 29 before I left the hotel. There was one brown desk next to the television and I think the documents are mislaid there.

Given that they are some confidential contracts and belong to my clients, I would really appreciate if you could find them. In addition, there is a court hearing (~~which will be held~~) /due next week and I wonder how I can manage it without having access to the papers.

I am going to email you my new address and I would be appreciative if like you ~~to send~~ sent them to my office. I wish I could convey to you you could understand that up until now hardly ever have had I experienced such a desperate ~~plight~~ predicament. I will have been in your esteemed hotel in two weeks to return your favor.

I am looking forward to hearing from you.

Yours faithfully,

Vahid Yeganeh.