

You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you get home, you find that you have left a bag at the hotel. Write to the manager of the hotel and enquire whether the bag has been found.

- Give any relevant information about the bag and its contents.
- Ask the manager to contact you immediately if the bag is found.
- Tell him/her how the bag can be sent to you.

Dear Mr.Thompson,

I write this letter to report the loss of a valuable item in your hotel.

The item is a holiday suitcase comprising two roller wheels and a telescope handle. Trimmed in snake skin leather, with the brand name in golden letters on the front, the suitcase is definitely one of a kind. This, of course, is often to my advantage to spot it on the luggage carousel. The built-in combination lock, which offers state-of-the-art security provides access to the inside, where there are two zipped ~~counterparts~~compartments. In one, I regularly keep my official documents, and the other, which is made from shock-resistant rubber, often contains my electronic devices namely my cellphone and laptop.

Last Monday, 19<sup>th</sup> July, I left my room at 10.00 pm to the airport. If my memory serves me right, I laid it to the kitchen wall when I answered a business call from a customer. Subsequently, I was summoned by my wife to collect our other bags and boxes. This, ~~at~~to my knowledge, must have been the reason to forget the suitcase.

However, I still wonder whether I left it at your hotel. This suitcase and its contents, Sir, is literally all I have in my life, and God knows that I am not stretching the truth, so what I humbly ask you is to take this issue seriously and make your every effort to find it. I have enclosed my documents in order to help you with any further information if needed.

I look forward to hearing from you.

Yours faithfully,

Reza Parpanji