**Format for Letter Requesting Room at Company’s Guest House**

From:

R.K. Sharma

H.R. Manager,

Advent Software Pvt. Ltd.

Mumbai

Date: 16.05.2018

To,

Mr. Radha Krishnan

Guest House Incharge

Nainital (UK)

Dear Mr. Krishnan,

I would like to inform you that Mr. Girish Kumar, Production Manager in our Company will be visiting Nainital on 25th May, 2018. He is visiting Nainital for a holiday with his family and will be staying at the Company Guest House for four days i.e. from 25th to 28th May, 2018. He is expected to reach there by 2p.m. by his car.

Please allocate two rooms for his family on the above mentioned dates at the guest house and ensure that all the arrangements are taken care of. For any other query, you can get in touch with me at +91-98989-12345.

Sincerely,

R.K. Sharma

H.R. Manager,

Advent Software Pvt. Ltd.