

Dear Sir,

I am writing in the aim of a business trip.

Please book me a flight to Madrid for 21th March, returning on 24th March. Also, could you book me a hotel room for one person and a car for these 3 days.

Note that I prefer to eat in the town, not at the hotel, so if you could show me a good restaurant.

Let me know if there are any problems.

Your faithfully, Cozma Adriana.