

【Room Reservation Mail Sample】

宛先 : slagon_homestay@yahoo.com

件名 : Room Reservation

本文 :

Slagon Homestay

I would like to reserve your room (with my wife) as follows.

Would you please reply to me about the availability and the rate?

- Arrival date: DD/MM/YY (到着日が 2015 年 2 月 10 日なら 10/2/15)
- Departure date: DD/MM/YY (出発日が 2015 年 3 月 10 日なら 10/3/15)
- Expected arrival time: TIME (到着予定時刻が午後 4 時 30 分なら pm4:30)
- Room type: 以下の表から希望の部屋タイプを選択してください.

Best Regards,

Your Name

Room Number(部屋番号)	Room Type(部屋タイプ)
No.1, No.3	A/C(エアコン), Twin(ツインベッド)
No.2	Fan(天井取り付け扇風機), Twin
No.4	A/C, Double(ダブルベッド)
No.5, No.6	Fan, Double
No.7, No.8, No.9	A/C, Double
No.10, No.11, No.12	A/C, Twin
No.13, No.14, No.15	Family Room (Fan only)