

Name: _____

Date: _____



Dear Ms. Reese,

Two weeks ago I emailed you to reserve accommodations along with an online deposit to secure them. I was scheduled to check in tomorrow, so that I could attend the American Manufacturing Conference there in Atlanta, Georgia.

However, I have recently been accepted into a 1-week international management development course in Charlotte, North Carolina, so I would like to cancel my reservation. One of the original team members has had to drop out for health reasons and I have been offered his spot. I realize this is extremely short notice, but considering these circumstances, I am hoping I can still get my money back.

Please email me as soon as possible to let me know. I leave for the training program within 12 hours of this email. I hope to hear from you before then.

Kind regards,
Raymond Usher

1. Why is Raymond sending this email? _____

2. When will you check in? _____

3. Where is the management course? _____
