Dear Sirs,

I work in a company in Norway, and we have been recommended by Novamont in Novara to use Novarello hotel in connection with our yearly partner meeting with business partners from all over the world.

We will need approximately 25 single rooms, arrival Monday 24th of June 2019 and departure Thursday 27thof June 2019. There will be people from approximately 16 countries present at the meeting, and since we also have people coming in from Canada, USA and New Zealand, it might be that we will need approximately 6 out of the 25 rooms already from Saturday 22nd of June until Friday 28th of June.

We would also need a fully equipped meeting room Tuesday 25th of June and Wednesday 26th of June with a whiteboard and beamer as well as notepads and pencils. Many of the participants will need to use their computer in the meeting room.

The conditions for the meeting rooms are:

* Speakers’ table
* Microphones
* Writing table layout
* Internet connection
* Wireless zone
* Flipchart
* Folders and pencils

We also need mineral water in the meeting room for all the participants, and you will also see from the enclosed program that we would like 2 coffee breaks.

Please do not hesitate to contact me if you should have any questions.

Looking forward to hearing from you with a proposal.

Sincerely yours,

Richard Robertson.

REPLY

Dear Mr. Robertson,

Thank you very much for choosing our Hotel Resort.

I am very pleased to inform you that we have 19 rooms available from 24th of June to 27th of June 2019.

The room rate is 240, 66€ per person for 3 nights.

The total price is 240, 66€ x 19= 4572, 54€.

In addition, I am very glad to inform you that we have 6 rooms available from 22th of June to 28th of June 2019.

The room rate is 533, 00€ per person for 6 nights.

The total price is 533, 00€ x 6= 3198, 00€.

All The prices include buffet breakfast, free cancellation and taxes.

The perfect meeting room for your conferences is our “ROOM 1”, with 45 seats.

The facilities of the meeting room are the following:

* Audio / video system with control room
* Ceiling projector with screen
* Fixed microphones
* 1 radio microphone
* Speakers table for 3 people
* Flipchart with markers
* Blackout walls
* Wi-Fi internet connection.

Folders, pencils and mineral water for all the participants will be provided.

The Meeting room rate is 250, 00€ per day.

The total price is 250, 00€ x 2=500, 00€.

Our coffee break provides coffee, tea, and different flavor of juices, muffins, canapés and biscuits.

The coffee break can provide other things, if you want.

The price for the coffee break is 7, 00€ per person.

The total price is 175, 00€ for one coffee break.

In addition, our Resort can offer a Spa service for the guests where they can relax after work.

Finally, there is also a restaurant, a restaurant pizzeria and a bar.

Thank you very much for your kind attention.

I am looking forward to welcoming you in our Hotel.

Yours faithfully,

Chiara Rossi.