

Date:.....

To,

The DFO/Director,

Subject: Request for booking of _____ Room(s) at _____ FRH.

Dear Sir,

According to above cited subject, I am interested to visit the _____ and explore the area through Stay/Jungle Safari/Bird watching/Activities _____ etc

I request you to book the _____ room(s) at _____ FRH. We will check in Date _____, time _____ and check out on Date _____, Time _____.

Thanking you.

Regards

Yours truly

(Signature)

Name :
Complete Address :
Mobile Number :
E-mail Address :
Number of Persons :
(Name, Age, Gender of each one)