October 14, 2010

Mr. Dennis Purdy, Manager

MGM Grand Hotel and Casino

3799 Las Vegas Boulevard South

Las Vegas, NV 89109

Dear Mr. Purdy:

I would like to arrange with the MGM Grand Hotel meeting rooms and accommodations for a conference of about 400 DCC sales representatives from May 25 through May 29, 2011.

During our search for facilities, your hotel received high marks for its excellent resort and conference facilities. Our MGM event-planning staff is now in the process of planning our spring sales conference and I am collecting information for our planning committee.

We would like to know if your hotel has a banquet room that seats at least 450 people. Also, could we contract at least four smaller meeting rooms near the banquet room that would seat up to 100 people? Finally, I would like to confirm that we will have access to a business center with computer facilities near our conference area

This information will help us confirm our conference location. A response by November 15 would allow me to brief the conference planning committee during our next meeting on November 19. If you have questions for us, you may reach me at the contact points, above.

Sincerely yours,

Carol A. Allen, Director

Event Planning Department

Instructor’s Note: Adapted from Guffey, M. E. (2004). *Essentials of business communication* (6th ed.). Mason, OH: South-Western.