

Direct and indirect messages

Business



Direct and indirect messages

SUBJECT: Guide to your retreat package

I would like to inquire for your rates on a retreat package for our staff on either of the following periods; December 15-19 or January 12-16. We are a team of 55 marketing and media professionals who are interested in conference/retreat/vacation facilities for four days. We will be accompanied with our partners or significant others and thus I would like to find out if you can provide us with approximately 50 rooms. I would also like to find out if you can provide 2 conference rooms that can accommodate above 25 participants for one and a half days. I would also like to know if we can host a banquet for about 85 people on one evening during our possible stay. Kindly forward me your room rates, availability of A/V equipment in the conference rooms, and what entertainment options you may have for families on site. Please inform me also on the availability of entertainment spots in Jackson Hole and tours to the nearby national parks. Further, could you let me know if your hotel operates a shuttle to and from Jackson Hole airport? Kindly provide me with information regarding all the stated requests by September 15th and if you could offer us a discounted group rate since we might be visiting during peak times.

Sincerely,

Ruby Patrova

Marketing Manager

Message 5- indirect approach

Johnson Property Management

1960 NE Irving Street,

Portland, OR 97209.

<https://assignbuster.com/direct-and-indirect-messages/>

Phone: (503) 335-5443

Fax: (503) 335-5001

Jin Ree,

2255NW Yeon Avenue,

Portland, OR 97210

Dear Mr. Ree:

We felt fortunate for your company to install an iron gate for one of our business tenants at 921NW 23rd Ave., Portland OR 97210 six months ago; your workers were prompt and fast. Enclosed is a copy of the invoice for the said installation. However, we received a complaint on the said gate from our business tenant who complained of it struggling to open and close. Upon inspection by our management, we found out that the two doors of the gate have settled and do not march in height. The gate gets stuck, and takes too much force to open, close, and lock it.

We were glad to transact with your company as it had provided us with a one year warranty for the gate should we encounter a problem with its operation. It is upon this backdrop that we kindly ask you to send your team to inspect the gate and remedy the problem as soon as possible.

Yours truly

Randy Smith

Works Cited

A. C. Krizan, Patricia Merrier, Joyce P. Logan, Karen Schneiter Williams.

Business Communication. New York: Cengage Learning, 2010.