APPLICATION: ROUTINE REQUEST

As a recent CSUS graduate, you are hoping to share your business writing skills with others (and make a few extra dollars, too). You have set up a communication consulting business and designed a two-day workshop for business professionals who would like to improve their writing. A friend in San Diego has suggested a possible need for your services in her area. After some initial research, you have decided to plan a training session for September 26 and 27, 2008, from 8 a.m. to 5 p.m. each day.

An important requirement for such a project is a meeting room. You are hoping to attract 25 participants, and are planning to use tables set up in a U-shaped formation. You have acquired a list of hotels in the city of San Diego, and are ready to draft some letters to inquire about available meeting space. The first name on your list is the San Diego Marriott Hotel, located at 333 West Harbor Drive. (The zip code for San Diego is 92101.) The hotel’s marketing director is Tracey Nelson.

Write a letter to the San Diego Marriott requesting information concerning the availability and price of a suitable meeting room. You are especially interested in any hotel room discounts or package deals available. You’ll also need to rent an overhead projector and a projection screen. Be sure to ask about charges for coffee and soft drinks served at workshops. Finally, you’d like to find out about recreation options in the area.