

ME/ADW

17 December, 1969

The General Manager,  
Kingsley Hotel,  
Bloomsbury Way,  
London W.C.1.

Dear Sir,

I am writing to provisionally book a small conference room (I believe the Dolphin Room would be suitable) for Sunday 22 February. I discussed this with a member of staff of your hotel yesterday on the telephone, who was indeed extremely helpful and who made various suggestions. The purpose for which I need the room is a meeting to take place between six people lasting most of that day and it is desirable that a table should be in the room concerned. I understand that your banquetting staff do not work on Sundays and therefore wish to book a table for lunch for six. I would be grateful if the room concerned could be available from 10a.m. until 6 p.m.

I will confirm this definitely and notify you if there are any changes of plans nearer the time.

Many thanks for your co-operation over this.

Yours faithfully,

Marilyn Edwards