Appendix 1 Confirmation letter

The Royal Beach Seminyak
Bali

Seminyak, 24th February 2020

Dear Ms. Vicki C Forbes,

Warm Greetings from The Royal Beach Seminyak Bali, A Member of the MGallery Collection.

Herewith we would like to confirm your reservation with following details:

Confirmation No	:	**#204887**	
Guest Name	:	Ms. Vicki C Forbes	
Number of Guest	:	1 (one) person	
Arrival Date	:	7th May 2020	Arr by : JQ92/ 10:30 Am
Departure Date	:	15th May 2020	Dep by : JQ93/ 11:30 Am
Number of Room / Type	:	1 (one) unit of Superior Room	
Room Rate	:	USD 142 net / unit / night, including daily breakfast for 2 persons	
Payment	:	Prepaid and Non-refundable when cancel, modify, shorten stay or no-show	

Check-in and Check-out Time
Please be advised that the hotel rooms are available for guest check-in after 14:00 hrs.
Guests arriving earlier will be checked in as soon as rooms become available.
Consideration for check-out extensions later than 12.00 noon can only be confirmed on the date of departure.

Late check-out charges are as follows:
Until 18.00 hours: 50% of room rate
After 18.00 hours: Full charge from room rate.

Join our free loyalty program take advantage of exclusive offers and additional benefits.
Feel free to visit our website www.all.accor.com for further details about The Royal Beach Seminyak Bali.

We are looking forward to welcoming you at The Royal Beach Seminyak Bali.

Best Regards,

Jeffi
The Royal Beach Seminyak

Jalan Camplung Tanduk, Seminyak Beach, P.O. Box 3384 • Denpasar 80033 Bali - Indonesia
Phone: +62 (361) 730 730 Email: info@theroyalbeachseminyakbali.com
www.all.accor.com/5551- facebook.com/theroyalbeachseminyakbali

Appendix 2 Special Offer

The Royal Beach Seminyak

Bali

Dear Mr. Mark Gomez,

Warm Greetings from The Royal Beach Seminyak Bali, A Member of the MGallery Collection.

Thank you for your attention regarding group inquiry and it is a great news that you have a group who are interesting to stay with us during the trip in Bali and following up to your requirement, we grateful to welcoming your forth coming group to The Royal Beach Seminyak Bali with very special offer as below detail

Room Arrangement:

Period of stay	: 10th – 20th June 2016
Total Night	: **10 nights**
Total Room Request	: 10 Deluxe rooms
Room rate	**: USD 175 nett per room per night**

Please note that this rate is confidential, non-commissionable, and not to be disclosed to a third party without the consent of The Royal Beach Seminyak Bali

Benefit and Inclusions:

- Daily buffet breakfast for 2 persons
- Free internet access during stay

Rate Conditions:

- The rate is quoted on a per room per night basis and are inclusive of 10% service charge and government tax, currently at 11 %
- Above rate are valid for single or double occupancy
- **Type of bed (king-size / twin bed) is not guarantee, subject to availability upon check-in.**

Airport Transfer:

I'm pleased to inform you that we could arrange your airport transfer with an additional charge with detail as per below:

- **USD 22nett/car/way/arrival using Innova maximum 3 persons including 21% government tax and service charge**
- **USD 90nett/bus/way/arrival using Mini Bus 25 seats including 21% government tax and service charge**

Check-in and Check-out Time

Please be advised that the hotel rooms are available for guest check-in after 3:00pm. Guests arriving earlier will be checked in as soon as rooms become available. Consideration for check-out extensions later than 12.00 noon, can only be confirmed on the date of departure. Late check-out charges are as follows:

Until 18.00 hours: 50% of confirmed group rate

After 18.00 hours: Full group rate

Please note that we do not block the event space and accommodation at the moment. Kindly advise the arrival details as soon as possible in order us to prepare best handling.

Cancellation and others condition will be informed and arrange in separate letter after we have the confirmation at least before **16th May 2016**, otherwise we do apologize, it will be subject to availability upon confirmation.

Deposit should be settled at least one week after confirmation to secure the blocking and non-refundable.

Kindly be informed that should hotel has received other confirmed booking before cut-off date, hotel has right to terminate the offer with prior notice.

We do hope the above offer will meet your requirement. Should you need any further assistance, please do not hesitate to contact us

Looking forward to receive your favorable response at the earliest convenience

Best Regards,

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Appendix 3Industry Rate

The Royal Beach Seminyak
Bali

Dear Mr. Colley

Warm Greetings from The Royal Beach Seminyak Bali, A Member of the MGallery Collection.
Thank you very much for your interest to stay at our resort during your visit in Bali.

We are pleased to offer special rate valid for your staying in high season start from 28 – 31 July 2016 as below:

- Superior Room : USD 180 /net/room/night
- Deluxe Room : USD 206 /net/room/night
- Grand Deluxe : USD 229 /net/room/night

Benefit and Inclusions:

- Daily buffet breakfast for 2 persons
- Free internet access during stay
- Inclusive of 10% service charge and government tax, currently at 11 %

For your kind reference, below is our publish rate during your requested period.

	28/07/2016	29/07/2016	30/07/2016
Room price	200.31	200.31	200.31
Breakfast / adult	included	included	included

These prices include the following taxes:
VAT National taxes on accommodation : 21% (by night/ by room)

Kindly note once the reservation has been confirmed, we will need full payment to be settled in advance to be able to block the room.

Please send us your reservation **latest by 18 May 2016;** otherwise the above offer will be considered as not valid any longer.

We would like to remain you as well that the availability subject to be change.

Hopefully the above offer will meet to your acceptance and a waiting to hearing again from you.

Best Regards,

Jeffi
The Royal Beach Seminyak

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Appendix 4 Ad-hoc Rate

The Royal Beach Seminyak
Bali

Dear Ibu Sri,
Warm Greetings from The Royal Beach Seminyak Bali, A Member of the MGallery Collection.

Thank you for your email to Ibu Sri, please allow me to replay on her behalf.

Herewith we please to offer special rate for your requirement as details below:

- Period stay : Aug – Sep 2016
- Length stay : One night
- Market : Tunisia
- Total Pax : 15 pax
- Total Room : 15 Room
- Room Rate : Superior Room IDR 1.950.000 net / room / night
  Deluxe Room IDR 2.150.000 net / room / night

Please note that these rates is confidential, non-commissionable, and not to be disclosed to a third party without the consent of The Royal Beach Seminyak Bali

Benefit and inclusions:

- Daily buffet breakfast
- Free internet access during stay
- The rate is quoted on a per room per night basis and are inclusive of 10% service charge and government tax, currently at 11 %
- Free Shuttle to Kuta and Seminyak area based on schedule.

Check-in and Check-out Time

Please be advised that the hotel rooms are available for guest check-in after 15:00 hrs. Guests arriving earlier will be checked in as soon as rooms become available. Consideration for check-out extensions later than 12.00 noon can only be confirmed on the date of departure. Late check-out charges are as follows:

Until 18.00 hours: 50% of confirmed rate

After 18.00 hours: Full rate

Kindly note once the reservation has been confirmed, we will need full payment to be settled in advance to be able to block the room.

Please send us your reservation latest by **6 June 2016** otherwise we do apologize; it will be subject to availability upon confirmation.

We do hope the above offer will meet your requirement. Should you need any further assistance, please do not hesitate to contact us.

Best Regards,

Jeffi
The Royal Beach Seminyak

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RIWAYAT HIDUP

Luh Putu Ita Purnama Cintya Dewi lahir di Singaraja pada tanggal 24 September 1999. Penulis lahir dari pasangan suami istri bapak Wayan Budiada dan Wayan Suasih. Penulis ini berkebangsaan Indonesia dan beragama Hindu. Penulis menyelesaikan pendidikan taman kanak-kanak di TK Wangun Sesana Singaraja, dan melanjutkan pendidikan dasar di SD Negeri 5 Penarukan dan lulus pada tahun 2011. Kemudian penulis melanjutkan pendidikan kesekolah menengah di SMP Saraswati Singaraja dan lulus pada tahun 2014. Setelah lulus dari SMP Saraswati Singaraja, penulis melanjutkan pendidikannya di SMA Negeri 3 Singaraja dan mengambil salah satu jurusan yaitu jurusan Bahasa. Terakhir, penulis melanjutkan ke jenjang Pendidikan tinggi di Universitas Pendidikan Ganesha jurusan Diploma III Bahasa Inggris. Pada semester akhir di tahun 2020 penulis telah menyelesaikan Tugas Akhir dengan judul "Language Functions and Expressions Used in Correspondences of Sales and Marketing Department at The Royal Beach Seminyak Bali". Selanjutnya, mulai tahun 2017 sampai dengan penulisan Tugas Akhir ini, penulis masih terdaftar sebagai mahasiswi Diploma III Bahasa Inggris di Universitas Pendidikan Ganesha**.**