

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hotel Name]  
[Hotel Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to inquire about the availability of rooms at your esteemed hotel for an upcoming visit. I would appreciate it if you could kindly provide the following information:

- Availability of rooms for the dates: [Check-in Date] to [Check-out Date]
- Types of rooms available (single, double, suite, etc.)
- Room rates for each category during the mentioned period
- Details regarding included amenities (e.g., breakfast, Wi-Fi, parking, gym, etc.)
- Hotel policies regarding cancellation, check-in, and check-out times

If possible, I would also appreciate any special offers or packages you may have during this period. Kindly let me know the reservation process should I wish to proceed.

Thank you in advance for your assistance. I look forward to your prompt response.

Yours faithfully,  
[Your Name]