

Inquiry Letter Template for Guest House Accommodation Availability

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

[Guest House Name]
[Guest House Address]
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to inquire about the availability of accommodation at your guest house for the following period:

- **Check-in date:** [Insert Check-in Date]
- **Check-out date:** [Insert Check-out Date]
- **Number of guests:** [Insert Number of Guests]
- **Room preference:** [Single/Double/Family, etc.]

I would appreciate it if you could provide me with the following information:

- Availability of rooms for the mentioned dates
- Room rates per night
- Details of amenities and facilities offered
- Booking procedure and cancellation policy
- Any special packages or discounts available

If possible, please also let me know if there are any additional requirements or documents needed for the reservation process.

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

Yours sincerely,
[Your Name]