

# Sample Inquiry Letter for Hotel Reservation “ Long-Term Stay

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

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

Dear Sir/Madam,

I am writing to inquire about the possibility of reserving a room at **[Hotel Name]** for a long-term stay. I am planning to visit **[City/Destination]** from **[Proposed Start Date]** to **[Proposed End Date]**, and I would appreciate it if you could provide me with the following information:

- Availability of rooms for the specified period
- Types of rooms available and their respective rates for long-term guests
- Any special discounts or packages for extended stays
- Description of amenities and services included (e.g., breakfast, housekeeping, Wi-Fi)
- Payment policies, including deposits and accepted payment methods
- Cancellation and modification policies
- Possibility of arranging airport transfers or other special requests

Kindly let me know if there are any additional requirements or procedures I should be aware of in order to secure the booking. Should you need further details to process my request, please do not hesitate to contact me via email or phone.

I look forward to your prompt response with the requested details so that I may finalize my travel plans accordingly.

Sincerely,  
[Your Name]