

Sample Inquiry Letter for Hotel Room Reservation

Subject: Room Reservation Inquiry for [Dates]

Dear [Hotel Manager/Reservation Team],

I am writing to inquire about the availability of rooms at [Hotel Name] for the following dates: **[Check-in Date]** to **[Check-out Date]**.

Details of Stay:

Number of guests: [Number of Guests]

Room type preference: [Single/Double/Deluxe/Suite]

Special requests: [e.g., non-smoking room, late check-in, airport shuttle, etc.]

Please let me know:

- Room availability for the mentioned dates
- Room rates and any current promotions
- Reservation and cancellation policies
- Any additional services available

I look forward to your prompt response so I can proceed with my travel arrangements.

Thank you very much.

Sincerely,

[Your Name]

[Your Contact Information]

Sample Response Format from Hotel

Subject: Room Reservation Confirmation â€“ [Your Name], [Dates]

Dear [Guest Name],

Thank you for your interest in staying at [Hotel Name]. We are pleased to confirm the availability of rooms for your requested dates: **[Check-in Date]** to **[Check-out Date]**.

Reservation Details:

Room type: [Room Type]

Number of guests: [Number of Guests]

Rate per night: [Room Rate]

Total amount: [Total Amount]

Special requests: [As Stated]

Reservation and Cancellation Policy:

[Briefly state the policy, e.g., free cancellation up to 48 hours before arrival, advance deposit required, etc.]

Additional Services:

[List any available services such as breakfast, airport transfer, etc.]

Please let us know if you would like to proceed with the reservation by replying to this email or contacting us at [Phone/Email].

We look forward to welcoming you to [Hotel Name].

Best regards,

[Hotel Manager's Name]

[Hotel Name]

[Contact Information]