

Accommodation Availability Inquiry Letter Sample

Date: [Insert Date]

To,
The Administrative Department
[Company Name]
[Company Address]

Subject: Inquiry Regarding Accommodation Availability

Dear Sir/Madam,

I am writing to inquire about the availability of accommodation through the company's housing facilities or partnered lodgings for employees. I have recently been assigned to [Project/Department Name] and would require accommodation during the period of my assignment.

Details of Accommodation Requirement:

- **Desired Check-in Date:** [Insert Date]
- **Expected Duration of Stay:** [Insert period, e.g., 3 months]
- **Room Preference:** [Single/Shared/Other – specify]
- **Special Requirements:** [e.g., non-smoking room, close to office, accessibility needs – specify if any]

Kindly let me know if there are any accommodations available that meet these requirements, as well as details regarding the booking process, facilities provided, and associated costs (if any). If additional documents or forms are required, please let me know, and I will provide them at the earliest.

I would appreciate your prompt response to help me plan my relocation efficiently. Thank you for your assistance and support.

Sincerely,
[Your Name]
[Employee ID]
[Department/Team]
[Contact Number]
[Email Address]