

Sample Inquiry Letter: Family Accommodation Availability Near Event Venue

Dear [Hotel/Accommodation Manager],

I hope this message finds you well. I am writing to inquire about the availability of family-friendly accommodation at your property near the [Event Name] venue, scheduled to take place from [Event Dates].

We are a family of [number of family members, including children and adults], planning to attend the event. Kindly provide information on:

- Room types suitable for families (e.g., family suites, interconnecting rooms, extra beds, etc.)
- Amenities available for families and children (e.g., kid-friendly facilities, cribs, play areas, etc.)
- Availability for our preferred dates ([Check-in Date] to [Check-out Date])
- Rates and any special packages for families attending the event
- Proximity to the event venue and transportation options
- Booking procedures, cancellation policy, and payment methods

If possible, please also include any photos, brochures, or website links that might assist us in making an informed decision.

We look forward to your prompt response and hope to secure suitable accommodation with your establishment for a comfortable and convenient stay during the event.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]