

An **inquiry letter for hotel reservation sample for corporate event** is a formal correspondence used to request information about availability, rates, amenities, and services offered by a hotel for hosting business-related gatherings. This letter helps organizations clarify essential details such as room accommodations, meeting facilities, catering options, and technical support to ensure the venue meets the specific needs of their corporate event. It serves as a professional communication tool to facilitate smooth planning and successful execution of conferences, seminars, or workshops.

Sample Inquiry Letter for Hotel Reservation (Corporate Event)

[Your Company Letterhead]

[Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I am writing on behalf of [Company Name] to inquire about the availability and reservation details for hosting a corporate event at your esteemed hotel. We are planning to organize a [type of event, e.g., conference, seminar, workshop] on [preferred dates] and are considering your venue for this important gathering.

We anticipate approximately [number of attendees] participants and would require the following:

- Accommodation for [number of rooms] guests (single/double occupancy)
- Access to a conference/meeting room suitable for [number of attendees]
- Audio-visual equipment and technical support
- Catering services for breakfast/lunch/coffee breaks
- Parking facilities
- Complimentary Wi-Fi for guests

Kindly provide us with the following information:

1. Availability of rooms and conference facilities on the mentioned dates
2. Corporate rates and packages for accommodation and event spaces
3. Details of meal and refreshment options
4. Information on additional amenities and services for corporate guests

We would appreciate it if you could send us a detailed quotation, including your terms of payment and cancellation policy.

Thank you for your prompt attention to this inquiry. We look forward to your reply and hope to establish a successful partnership for our upcoming event.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Number]

[Email Address]