

Inquiry Letter Example for Hostel Accommodation Availability

Subject: Inquiry Regarding Hostel Accommodation Availability

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the availability of accommodation at your hostel for the upcoming period. I am planning to stay from **[start date]** to **[end date]** and would require a room for **[number of occupants]** person(s).

I would be grateful if you could provide information on:

- The availability of rooms/beds during the mentioned dates.
- The types of rooms available and their rates.
- The amenities included and any additional facilities.
- Your reservation procedures.

Additionally, please let me know if there are any special requirements or documents needed for the booking process. If possible, I kindly request a response at your earliest convenience so I can make the necessary arrangements.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]