

Sample Inquiry Letter for Hotel Reservation (Family Vacation)

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Reservation Manager

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear Reservation Manager,

I am writing to inquire about room availability at your esteemed hotel for an upcoming family vacation. We are planning to stay from **[Start Date]** to **[End Date]**, and our family consists of **[Number of Adults]** adults and **[Number of Children]** children (ages **[Children's Ages]**).

We would appreciate information regarding the following:

- Room types and rates suitable for families.
- Availability of connecting or family rooms.
- Child-friendly amenities (e.g., kids' play area, pool, babysitting services).
- Meal options and availability of children's menus.
- Any special packages or discounts for families.
- Details regarding your cancellation and refund policies.

Kindly provide us with the necessary details so we can make an informed decision. If possible, please include photographs or brochures of family rooms and amenities. We look forward to your prompt response and hope to spend a memorable vacation at your hotel.

Thank you in advance for your assistance.

Sincerely,

[Your Name]