

## **Sample Inquiry Letter for Hotel Reservation Including Request for Cancellation Policy**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Reservations Manager  
[Hotel Name]  
[Hotel Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to inquire about the availability of rooms at your hotel for the following dates: [Check-in Date] to [Check-out Date]. I would require accommodation for [number of guests] guests in [type of room, e.g., deluxe, standard]. Could you kindly provide information regarding your room rates, available amenities, and any special packages or offers during this period?

Additionally, I would appreciate if you could inform me about your reservation and cancellation policies. Specifically, I would like to know the terms under which a booking can be canceled or modified, and whether there are any penalties or non-refundable charges involved should my travel plans change unexpectedly.

Please let me know the process for confirming the reservation and any deposit requirements. I look forward to your prompt response, so I can finalize my travel arrangements accordingly.

Thank you for your assistance.

Sincerely,  
[Your Name]