

Sample Inquiry Letter for Hotel Reservation (Business Trip)

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

Reservations Department
[Hotel Name]

[Hotel Address]
[City, State, ZIP Code]

Subject: Inquiry About Room Reservation for Business Trip

Dear Sir/Madam,

I am writing on behalf of [Your Company Name] to inquire about room availability at your hotel for a business trip. We are planning to visit [city/location] from [check-in date] to [check-out date], and require accommodations for [number of guests] guests.

Kindly provide the following information:

- Room availability for the mentioned dates
- Room rates (single/double occupancy)
- Business amenities (Wi-Fi, conference rooms, etc.)
- Included services (breakfast, airport transfer, laundry, etc.)
- Corporate discounts or packages, if any

If possible, please also share your booking and cancellation policies.

We would appreciate your prompt response, as this will help us finalize our travel arrangements. Please let us know if you require any further information.

Thank you for your assistance.

Sincerely,
[Your Full Name]
[Your Position]