

Date: [Insert Date]

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

Subject: Inquiry About Hotel Reservation and Room Rates

Dear Sir/Madam,

I am writing to inquire about room availability and rates at your esteemed hotel for the following period:

- Check-in Date: [Insert Date]
- Check-out Date: [Insert Date]
- Number of Guests: [Insert Number]
- Room Preference: [Single/Double/Deluxe/Suite, etc.]

I would appreciate it if you could provide me with the following information:

1. Available room types for the above-mentioned dates.
2. Detailed room rates for each category, including any taxes or additional charges.
3. Details of any special packages, offers, or discounts currently available.
4. Information about the hotel's amenities and complimentary services.
5. Reservation and cancellation policies.

Kindly let me know if advance payment is required to secure the reservation and the modes of payment you accept. I would also appreciate if you could send me any brochures or relevant information about the hotel.

I look forward to your prompt response so that I may proceed with my travel arrangements.

Thank you very much for your time and assistance.

Sincerely,

[Your Full Name]
[Your Contact Number]
[Your Email Address]