

Sample Inquiry Letter for Hotel Reservation with Special Requests

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

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

Dear Sir/Madam,

I am writing to inquire about the availability of rooms at your esteemed hotel for an upcoming visit. Kindly find below the details of my intended reservation:

- **Check-in Date:** [Insert date]
- **Check-out Date:** [Insert date]
- **Number of Guests:** [Number of adults, number of children]
- **Preferred Room Type:** [e.g., Deluxe Double Room]

I would also like to request the following special arrangements, if possible:

- [Dietary restrictions, e.g., vegetarian or gluten-free meals]
- [Accessibility requirements, e.g., wheelchair-accessible room]
- [Celebration arrangements, e.g., birthday cake, flower arrangement]
- [Late check-in/check-out, if required]
- [Any other specific requests]

Kindly confirm the availability of suitable rooms for the mentioned dates and inform me about the rates and any package deals you may offer. I would appreciate details regarding your cancellation policy and payment procedures as well.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]