

[Your Company Letterhead]

[Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I am writing on behalf of [Your Organization/Company Name], which is organizing the [Name of Conference/Event] scheduled to take place from [Start Date] to [End Date] in [City/Location]. We are currently seeking suitable accommodation options for our conference attendees and would like to inquire about room availability at your esteemed hotel during the aforementioned dates.

Specifically, we request information regarding:

- Availability and rates for [number] single and [number] double rooms
- Group booking discounts or packages
- Check-in and check-out procedures for group bookings
- Facilities available for conference guests (Wi-Fi, breakfast, parking, etc.)
- Any additional amenities or special requirements that can be accommodated

We anticipate accommodating approximately [number] attendees, and would appreciate any brochures, proposals, or further details regarding your accommodation options. Kindly let us know your reservation policies, payment terms, and the deadline for confirming the booking.

Thank you for your assistance. We look forward to your prompt response so that we may proceed with our arrangements and ensure a comfortable stay for our attendees.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization/Company Name]

[Your Email Address]

[Your Phone Number]