

Sample Inquiry Letter for Hotel Reservation for Wedding Guests

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Manager's Name or Reservations Department]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager/Reservations Department],

I am writing to inquire about reserving accommodations at [Hotel Name] for guests attending our upcoming wedding. The event will take place on [Wedding Date] in [City/Event Venue], and we expect to require rooms for approximately [Number of Rooms/Guests] from [Check-in Date] to [Check-out Date].

We would appreciate if you could provide the following information:

- Availability of rooms for the specified dates
- Room rates (including group rates or discounts, if applicable)
- Types of rooms available (e.g., single, double, suites, etc.)
- Booking process and payment options
- Cancellation and refund policies
- Any special amenities or packages for wedding guests

Additionally, we may require some special arrangements, such as early check-in, late check-out, or adjoining rooms. Please let us know if these can be accommodated.

Kindly send us the necessary information at your earliest convenience, so we can proceed with the booking for our guests. You may reach me at [Your Email Address] or [Your Phone Number] for any further details.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]