

Sample Inquiry Letter for Hotel Reservation – Group Booking

[Your Name]

[Your Organization/Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Subject: Inquiry for Group Reservation

Dear [Hotel Manager's Name],

I am writing to inquire about the possibility of reserving accommodations for a group at your hotel. We are planning a group stay and would appreciate information regarding room availability, rates, and amenities.

Below are the details of our group booking requirements:

- **Number of Guests:** [Total number of guests]
- **Number of Rooms Required:** [Number of rooms]
- **Preferred Room Types:** [e.g., single, double, suites]
- **Check-in Date:** [Date]
- **Check-out Date:** [Date]
- **Special Requirements:** [e.g., meeting room, wheelchair access, dietary needs]

Kindly provide us with the following information:

- Room rates and group discounts, if available
- Details of complimentary services or breakfast options
- Cancellation and payment policies
- Available facilities and amenities for groups

If you require any further details, please let me know. We would appreciate your prompt response so we can make the necessary arrangements for our group.

Thank you for your attention. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position, if applicable]