

Sample Inquiry Letter for Hotel Promotional Brochure

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

[Hotel Manager's Name]
[Hotel Name]
[Hotel Address]
[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I hope this letter finds you well. I am writing to inquire about your esteemed hotel and would be grateful if you could provide me with your latest promotional brochure.

Currently, I am in the process of planning an upcoming trip/event and am considering your hotel as a potential choice for my stay. As such, I would greatly appreciate receiving detailed information regarding your available room options, services, amenities, special offers, and any current packages. A comprehensive brochure will help me assess your facilities and make an informed decision.

If possible, please include any visuals, pricing information, and highlights of what sets your property apart. You may send the brochure to my mailing address provided above or, if more convenient, via email.

Thank you very much for your assistance. I look forward to learning more about your hotel's offerings and hope to have the opportunity to stay with you soon.

Sincerely,
[Your Name]