

# Inquiry for Hotel Services

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of planning a [business trip/family vacation/event] scheduled for [dates]. I am reaching out to inquire about the availability of your services during this period.

Specifically, I would like to know about the following:

- Room availability and pricing for [number of guests] guests.
- Dining options and any meal packages available.
- Facilities such as a gym, pool, or spa services.
- Transportation services or shuttle availability from the airport.
- Any current promotions or packages that might be available.

Thank you for your attention to this matter. I look forward to your prompt response and hope to stay at [Hotel Name] soon.

Best regards,

[Your Name]

[Your Contact Information]