

# Proposal Request for Hotel Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally request a proposal for hotel services to be provided for our upcoming event. We are planning to host [describe event, e.g., a corporate retreat, a wedding, etc.] from [start date] to [end date] and are considering your esteemed hotel as a potential venue.

We would appreciate a comprehensive proposal that includes the following details:

- Room availability and rates
- Services and amenities offered (e.g., catering, audiovisual equipment, etc.)
- Group discounts or packages
- Cancellation policies
- Any additional information that may be relevant

Our expected number of guests is approximately [insert number]. We are particularly interested in [any specific requirements or considerations].

Please send your proposal by [insert deadline for proposal]. We look forward to your prompt response and hope to work together.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]