

Venue Availability Request

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of your banquet venue for an upcoming event.

We are planning to host a [type of event, e.g., wedding, corporate event, etc.] on [desired date(s)] and would appreciate any information regarding the availability of your space on those dates.

Additionally, if possible, please provide details about the capacity of the venue, rental fees, and any amenities included in the package.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Organization, if applicable]