

Request for Group Booking Extended Stay Rate

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

Attention: [Manager's Name]

Dear [Manager's Name],

We hope this message finds you well. We are reaching out to request your assistance in arranging a group booking for our upcoming event scheduled for [insert event dates]. We are expecting approximately [insert number of guests] attendees who will require accommodations for an extended stay.

Given the size of our group, we would like to inquire about the possibility of securing a special extended stay rate for our attendees. Our preferred check-in date is [insert check-in date] and check-out date is [insert check-out date].

Please let us know if you require any additional information to facilitate this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]