

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of meeting space at your facility for an upcoming event we are planning.

Specifically, we are looking to host a meeting on [desired dates], with approximately [number of attendees] participants. We would like to know if you have suitable spaces available during this time and if so, the pricing and any amenities included.

Additionally, if you could provide information regarding parking options and any catering services available, it would be greatly appreciated.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]