

Reservation for Business Conference Accommodations

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

Dear [Hotel Manager's Name],

I am writing to request a reservation for accommodations for an upcoming business conference scheduled for [Insert Conference Dates] in [Insert City].

Please find the details of the reservation below:

- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Number of Guests: [Insert Number of Guests]
- Room Type: [Insert Desired Room Type]
- Cancellation Policy: [Insert Cancellation Policy] (if applicable)

Please confirm the reservation at your earliest convenience. If you require any further information, feel free to reach me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]