

Subject: Hotel Booking Inquiry for Upcoming Business Trip

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about room availability at your hotel for an upcoming business trip.

Details of my stay are as follows:

- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Number of Guests: [Number of Guests]
- Room Type: [Preferred Room Type]

Could you please provide information on availability, rates, and any current promotions? Additionally, I would appreciate details regarding amenities and business services available during my stay.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]