

# Hotel Booking Inquiry for Conference Event

Date: [Insert Date]

To: [Hotel Name]

Attention: Reservations Department

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name] and I am reaching out on behalf of [Your Organization's Name] regarding our upcoming conference scheduled for [Insert Dates] in [Insert City/Location].

We are interested in booking accommodations for our attendees and would like to inquire about the availability of guest rooms during this period. We anticipate approximately [Insert Number] guests and would appreciate information on group rates, amenities, and any special services you may offer for conference events.

Additionally, we would like to know about your hotel's proximity to the conference venue, parking facilities, and if there are options for meals or catering services.

Please let us know about the availability and any other pertinent details at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]