

# Inquiry for Extended Stay

Date: [Insert date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of accommodations for an extended stay at your hotel.

Here are the details of my inquiry:

- **Check-in Date:** [Insert check-in date]
- **Check-out Date:** [Insert check-out date]
- **Number of Guests:** [Insert number of guests]
- **Room Type Preference:** [Insert room type]

I would appreciate if you could provide me with the rates, available amenities, and any current promotions for my preferred dates. Additionally, please let me know your cancellation policy.

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

Sincerely,

[Your Name]

[Your Contact Information]