

Hotel Booking Inquiry for Group Reservation

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of accommodations for a group reservation at [Hotel Name] from [Check-in Date] to [Check-out Date]. We are planning to bring a group of [Number of Guests] individuals and would like to know more about your offerings.

Could you please provide the following information:

- Room types available for the dates mentioned
- Group rates and any available packages
- Cancellation policy
- Additional amenities or services for groups

Thank you for your assistance. I look forward to your prompt response so we can make our arrangements accordingly.

Best regards,
[Your Name]
[Your Contact Information]
[Your Organization]