

Hotel Booking Inquiry

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name] and I am writing to inquire about the availability of your hotel for a wedding celebration on [Wedding Date]. We are expecting approximately [Number of Guests] guests and would like to know if you have availability for accommodations and the use of your event space.

Additionally, could you please provide information regarding:

- Room rates and availability
- Event space options and capacities
- Catering services and menu options
- Parking availability
- Any packages available for wedding celebrations

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

Best regards,

[Your Full Name]

[Your Contact Information]