

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about accommodation options for the upcoming [Name of Conference], taking place from [Start Date] to [End Date] in [Location].

Could you please provide details regarding the available hotels or lodging facilities in the vicinity? Additionally, I would appreciate information on any group rates, booking deadlines, and amenities offered at these accommodations.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]