

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to request a corporate rate for our upcoming conference, which will take place from [Conference Start Date] to [Conference End Date]. We anticipate approximately [Number of Attendees] attendees will require accommodation during this period.

Could you please provide us with your corporate rates for the [Room Type] rooms and any additional amenities that might be available for our group?

We would appreciate your prompt response as we finalize our arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company]