

Hotel Booking Request for Conference Group Stay

Date: [Insert Date]

To,

Hotel Management,
[Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Dear [Hotel Manager's Name],

We are writing to request a group booking at your esteemed hotel in conjunction with an upcoming conference. The details of our stay are as follows:

Group Details

- Event Name: [Conference Name]
- Event Dates: [Start Date] to [End Date]
- Number of Guests: [Total Number of Guests]
- Room Type: [Single/Double/Other]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

Additional Requirements

- Meeting Room for [Number] of attendees
- Breakfast included
- Transportation services (if available)

Please provide us with your best rates and availability for the specified dates. We look forward to your prompt response to finalize our group booking.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]