

Hotel Booking Request for Conference

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Attention: [Manager's Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request the invoice details for my upcoming stay at your hotel during the [Conference Name] scheduled for [Conference Dates].

Below are the details of my booking:

- Guest Name: [Your Name]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Room Type: [Room Type]
- Number of Guests: [Number of Guests]

Could you please provide the following invoicing details:

- Total Cost: [Total Cost]
- Payment Method: [Payment Method]
- Invoice Billing Address: [Billing Address]
- Tax Identification Number: [TIN, if applicable]

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]