

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a hotel booking for our esteemed VIP guests attending the [Name of Conference] scheduled for [Dates] at [Conference Location].

We would need accommodations for [Number of Guests] guests, preferably in [Type of Rooms] rooms. It is essential that the rooms be equipped with [specific amenities required, e.g., Wi-Fi, breakfast, etc.] to ensure a comfortable stay.

Please let us know about the availability of rooms, special rates for bulk bookings, and any additional services you could offer to our VIP guests, such as airport transfers or concierge services.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

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