

Conference Room Reservation Request

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request the reservation of a conference room at [Hotel Name] for an upcoming event. Below are the details of our request:

- **Event Date:** [Insert Event Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Number of Attendees:** [Insert Number]
- **Room Setup Required:** [Insert Setup Type, e.g., Classroom, Theater]
- **Audio/Visual Equipment Needed:** [List requirements]

We would appreciate your confirmation of the booking at your earliest convenience. Please let us know of any additional information you might require.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]