

# Follow-Up on Conference Booking Inquiry

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the booking of conference facilities at your hotel for the dates of [insert dates].

We are very interested in utilizing your venue for our upcoming conference and would appreciate any updates you may have regarding availability, pricing, and any package options you offer.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]