

# Group Booking Request for Conference Facilities

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a group booking for conference facilities at your esteemed hotel for an upcoming event hosted by [Your Organization/Company Name].

Below are the details of the booking request:

- **Event Date:** [Insert Event Date]
- **Number of Attendees:** [Insert Number]
- **Preferred Room Setup:** [Theater, Classroom, U-Shape, etc.]
- **Duration:** [Insert Duration, e.g., Full Day, Half Day]
- **Additional Requirements:** [Breakfast, Lunch, Audio-Visual Equipment, etc.]

We kindly request you to provide us with the availability and pricing options for the specified date and requirements. If possible, we would appreciate a site visit to see the facilities.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Organization/Company Name]

[Your Contact Information]