

Hotel Booking Request for Corporate Seminar

Date: [Insert Date]

To,

Reservations Department,
[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 a booking for our upcoming corporate seminar. Below are the details of our requirements:

Event Date: [Insert Date]

Check-in Date: [Insert Check-in Date]

Check-out Date: [Insert Check-out Date]

Number of Guests: [Insert Number]

Room Type: [Insert Room Type if applicable]

Facilities Required: [Insert Any Special Requirements]

We would appreciate if you could provide us with the availability and pricing for our requested dates. If possible, please also include information about any conference facilities and catering options you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]