

Special Request for Hotel Conference Booking

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a special arrangement for our upcoming conference scheduled for [Insert Dates]. We anticipate approximately [Insert Number of Attendees] participants attending the event.

We would like to request the following special arrangements:

- Room setup in [Specify Room Configuration]
- Audio-visual equipment including [Specify Equipment]
- Catering services for [Specify Meals or Snacks]
- Accommodation for [Insert Number of Guests] with special rates
- Access to wireless internet throughout the venue

We would appreciate your assistance in accommodating these requests and any additional information you may require to facilitate our booking. Please let us know if there are any forms or deposits required for securing the dates.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]