

Accommodation Request for Event Attendees

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodation arrangements for attendees of the upcoming [Event Name] scheduled for [Event Dates] at [Event Location].

We anticipate [Number] attendees who will require lodging during the event. Specifically, we are looking for accommodations that meet the following criteria:

- Check-in date: [Insert Check-in Date]
- Check-out date: [Insert Check-out Date]
- Room types needed: [List Room Types]
- Accessibility requirements: [Specify any needs]

It would be greatly appreciated if you could provide us with a list of available options, including rates and amenities, by [Insert Deadline]. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response and to a successful event.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]