

Conference Room Rental Inquiry

Dear [Rental Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company/Organization]. We are interested in renting a conference room at your facility for an upcoming event.

Details of the event are as follows:

- Date of Event: [Date]
- Time: [Start Time] to [End Time]
- Expected Number of Attendees: [Number]
- Required Amenities: [Projector, Whiteboard, etc.]

Could you please provide us with availability and pricing information for the specified date? Additionally, we would appreciate any information regarding the booking process and cancellation policies.

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

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]