

# Hotel Conference Proposal

**Date:** [Insert Date]

**To:** [Client's Name]

**Organization:** [Client's Organization]

**Address:** [Client's Address]

Dear [Client's Name],

We are pleased to present our proposal for hosting your upcoming conference at [Hotel Name] on [Event Dates]. Our hotel offers a variety of amenities and services tailored to ensure your event's success.

## Conference Details

**Event Name:** [Event Name]

**Date:** [Event Dates]

**Expected Attendees:** [Number of Attendees]

**Setup Requirements:** [Specify setup requirements e.g., theater style, classroom style, etc.]

## Services Offered

- Flexible Meeting Rooms
- Audio/Visual Equipment
- High-Speed Internet Access
- Catering Services
- On-Site Coordination Team

## Pricing

Our competitive pricing for the conference setup is as follows:

- Room Rental: \$[Price]
- Catering Package: \$[Price per person]
- Audio/Visual Equipment: \$[Price]

## Conclusion

We believe that [Hotel Name] is the ideal location for your conference, and we are excited about the opportunity to partner with you. If you have any further questions or need adjustments to this proposal, please do not hesitate to reach out.

Thank you for considering [Hotel Name]. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Hotel Name]  
[Contact Information]