

Inquiry for Group Booking Discount

Dear [Venue Manager's Name],

I hope this message finds you well. My name is [Your Name] and I am organizing a conference scheduled for [Date] in [Location]. We are expecting approximately [Number of Attendees] participants and are interested in booking your venue for this event.

In light of our anticipated group size, I would like to inquire about any available discounts for group bookings. Additionally, I would appreciate any information on the amenities, pricing, and availability of the venue for the specified dates.

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

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]