

# Temporary Office Space Request

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request temporary office space at [Hotel Name] for our team from [Start Date] to [End Date]. We are in need of a quiet and conducive environment to facilitate our meetings and work-related activities during this period.

We will require the following amenities:

- High-speed internet access
- Meeting room capacity for [number of people]
- Access to office supplies (printer, copier, etc.)
- Refreshments and catering services

Please let us know the availability of your facilities and any associated costs involved. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]