

Inquiry Regarding Executive Meeting Space Availability

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of your executive meeting space for an upcoming meeting we are planning.

We are looking to host this meeting on [insert date(s)], and would like to know if your facility can accommodate us. Specifically, we are interested in the following details:

- Availability of the meeting room
- Capacity and layout options
- AV equipment and technical support
- Catering services, if available

We expect approximately [insert number] attendees, and would appreciate any information regarding the facilities you can offer, as well as the pricing and reservation process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]