

Room Rate Negotiation Letter

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am an event planner representing [Your Company/Organization Name]. We are currently in the process of organizing an event scheduled for [Event Date] and are considering your establishment for our accommodations.

After reviewing your current room rates, I wanted to discuss the possibility of negotiating a more competitive rate for our group. We anticipate approximately [Number of Rooms] rooms will be needed on the nights of [Nights Required]. As you know, securing a non-profit or volume discount can be pivotal for our budget.

In addition, we would be delighted to promote your hotel on our event materials, providing exposure to our attendees and ensuring a mutually beneficial partnership. If possible, could we schedule a time to discuss this further?

Thank you for considering our request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]