

Room Rate Negotiation Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to discuss a potential group booking at your esteemed hotel for [Event/Conference Name] scheduled for [Event Dates]. We anticipate [number] attendees and would love to secure a competitive room rate for our group.

Considering our commitment to a large block of rooms, I would like to propose a rate of [proposed rate] per night. This rate is competitive with our research, and I hope we can reach an agreement that is beneficial for both parties.

In addition, we would appreciate any additional amenities or services that could be included, such as breakfast, complimentary Wi-Fi, or shuttle services. These added features will enhance our guests' experience and encourage their loyalty to your hotel for future events.

I look forward to your positive response and appreciate your consideration of our request. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your time and attention.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]